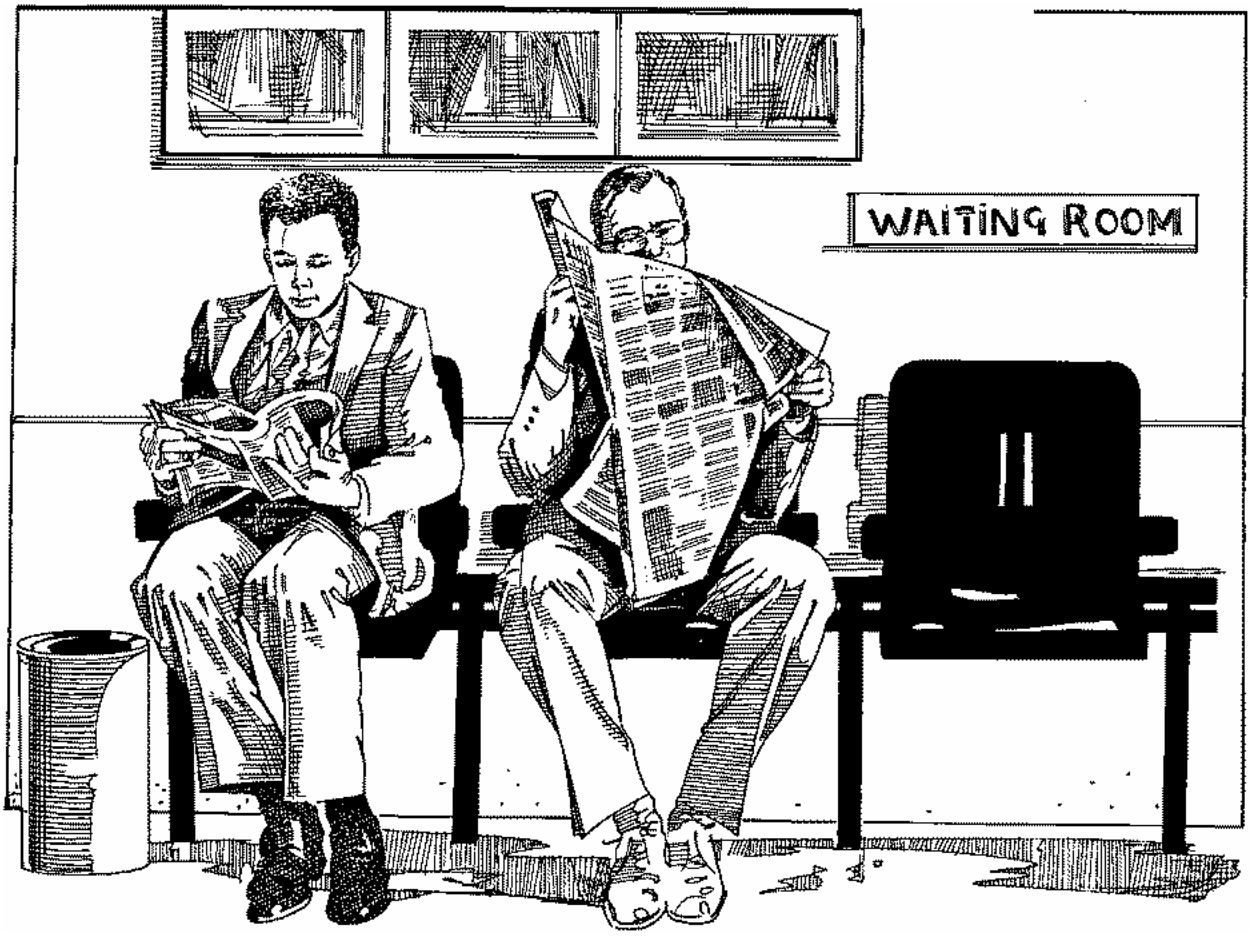
TB Testing



User's Manual

TB Testing, Surveillance & Control

Health District Information System
HDIS (Windows Ver. 4.0)

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CHC **Software, Inc.**
Health District Information Systems
helpdesk@hdis.org

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Introduction

This program is designed to assist you in organizing a systematic approach to entering tuberculosis clients and provides accurate up-to-date records within your health department.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

The TB Testing, Surveillance & Control Module* is simple to use. *The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read [ENTER], press the **enter** key on your keyboard.

The word
TYPE is followed by bracketed **[ ]** instructions of what to type into a field.

Note: For Technical Support, email: helpdesk@hdis.org

Navigation

Whenever you see one click the left side of your mouse once.

Whenever you see two click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor **Delete** deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.

Starting HDIS

MICROSOFT Windows Users

Start

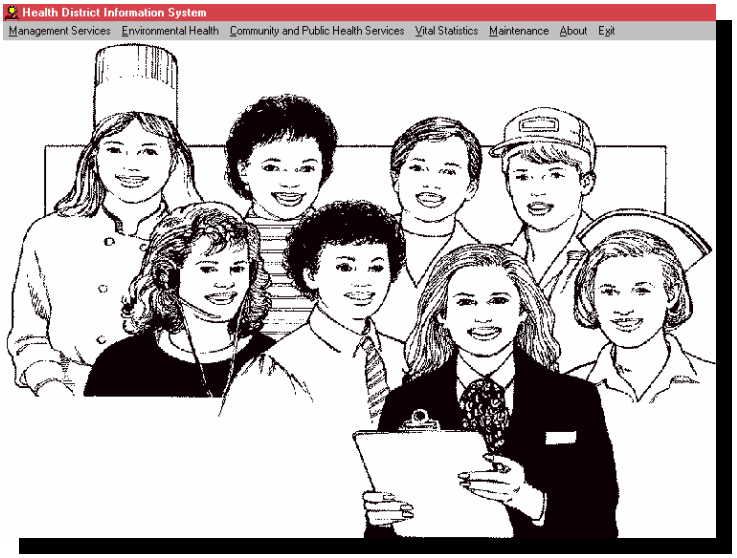
Programs

Health District Info Systems

HDIS

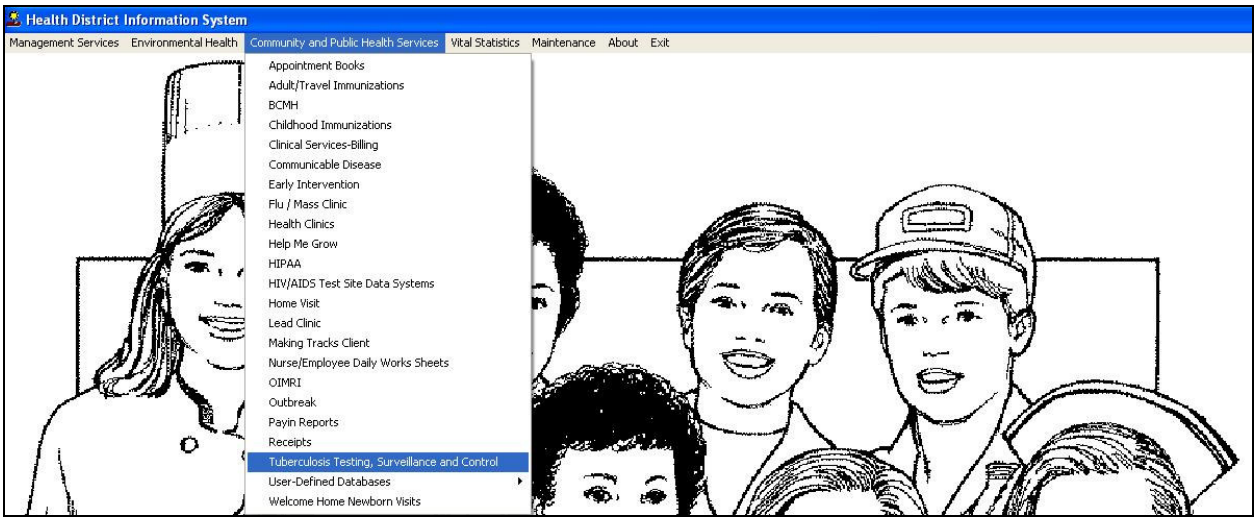
Health District Information System Menu Bar

HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Tuberculosis Testing, Surveillance & Control Module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.


Health District Information System
Management Services Environmental Health Community and Public Health Services Vital Statistics Maintenance About Exit

Select Community & Public Health

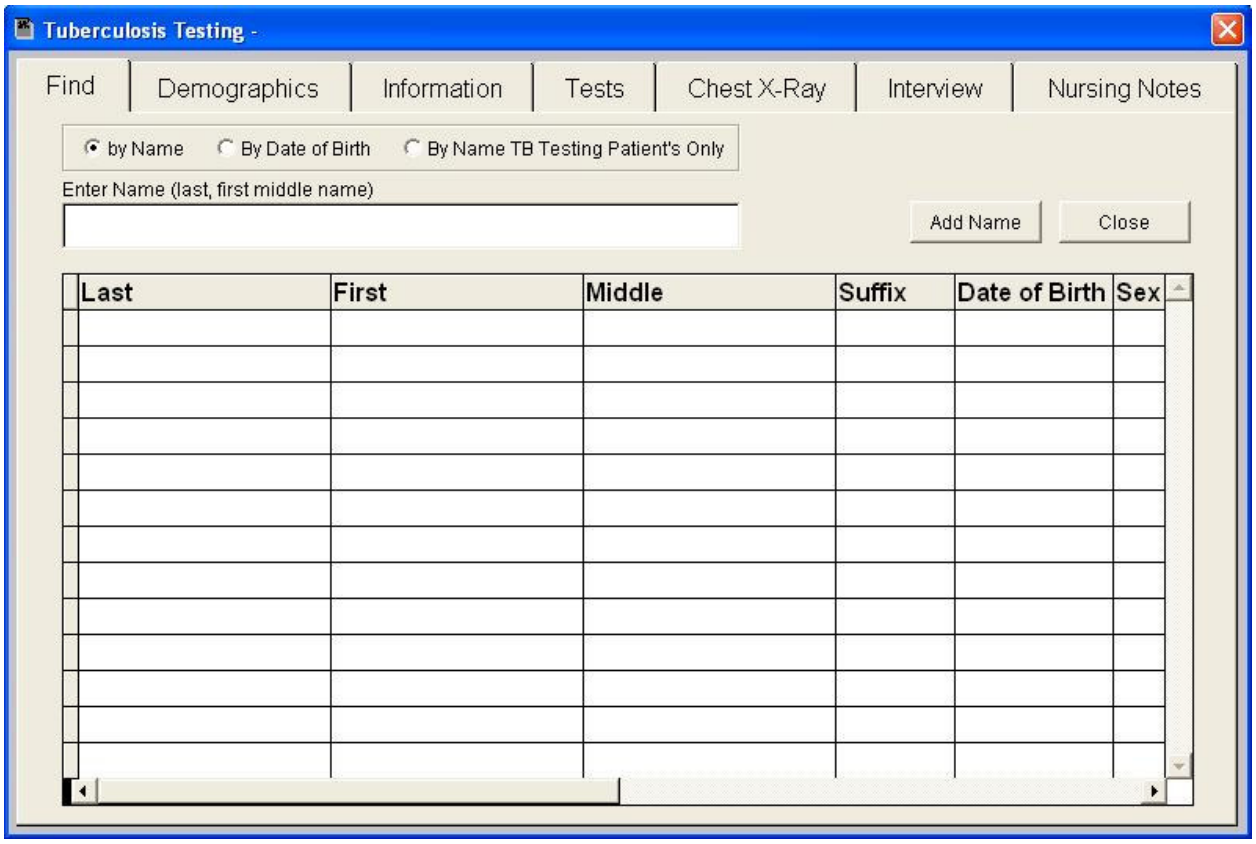
Tuberculosis Testing, Surveillance & Control



Patient Testing

TB Testing, Surveillance, and Control - Health District Information System
Tuberculosis Surveillance and Control Reports Browse/List/Export Count/Graph Maintenance Return
PatientTesting
Surveillance & Control

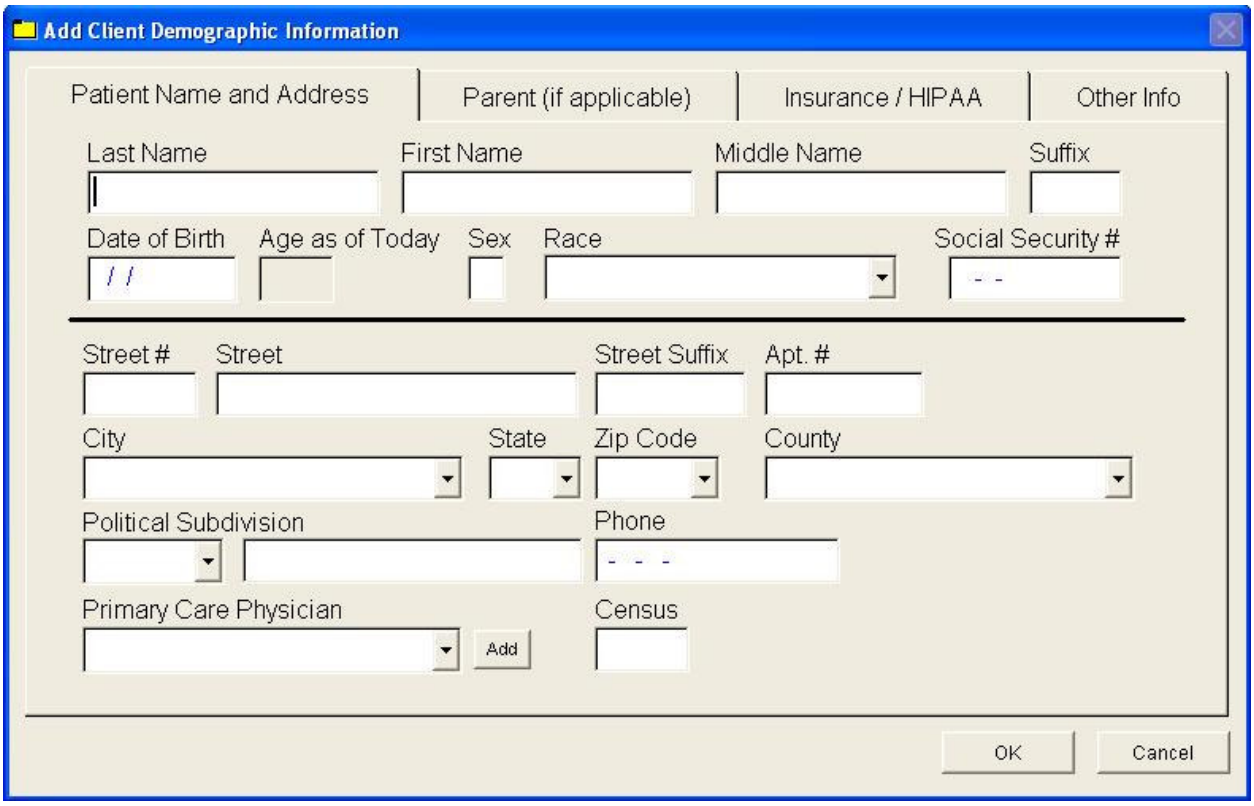
Finding a Client



To find an existing client, enter the name (**last, first, middle**) and press the "**Enter**" key. The program will automatically find the name in the database if present. If the client's name is not in the list, you will then enter it in the database.

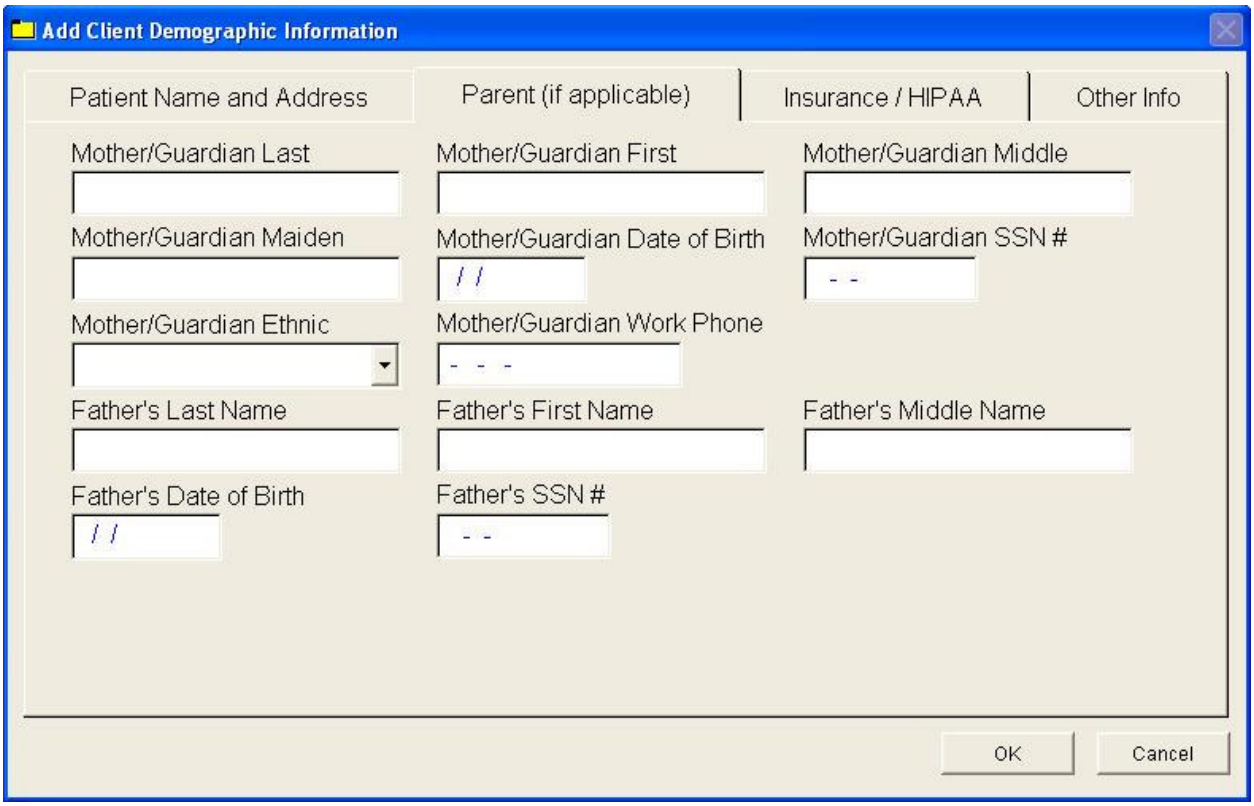
Radio Button	**Description**
by Name	Click to find a client by name
By Date of Birth	Click to find a client by date of birth
By Name TB Patients Only	Click to only search through the TB patient database
Add Name	Click to add a new client
Close	Click to exit

Add Name



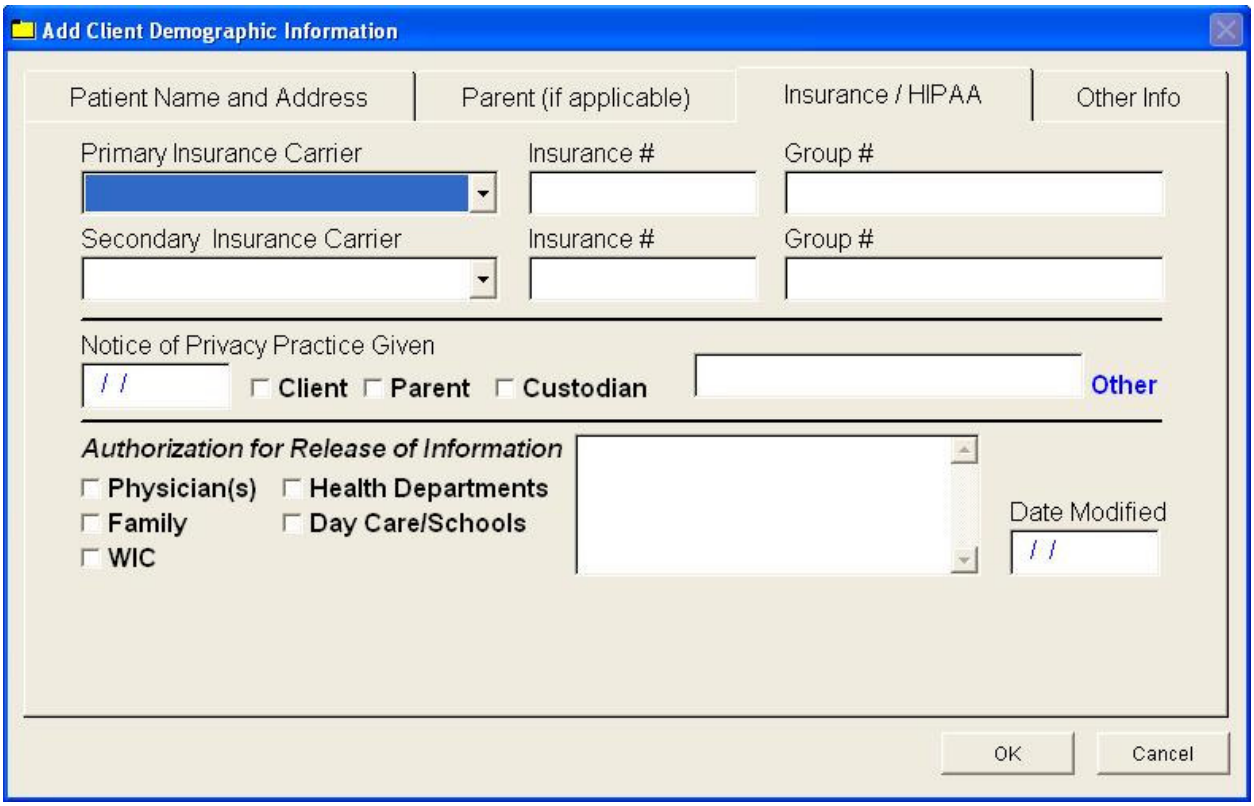
Enter the demographic information for the client.

Parent (if applicable)



Enter information regarding the parents/guardians.

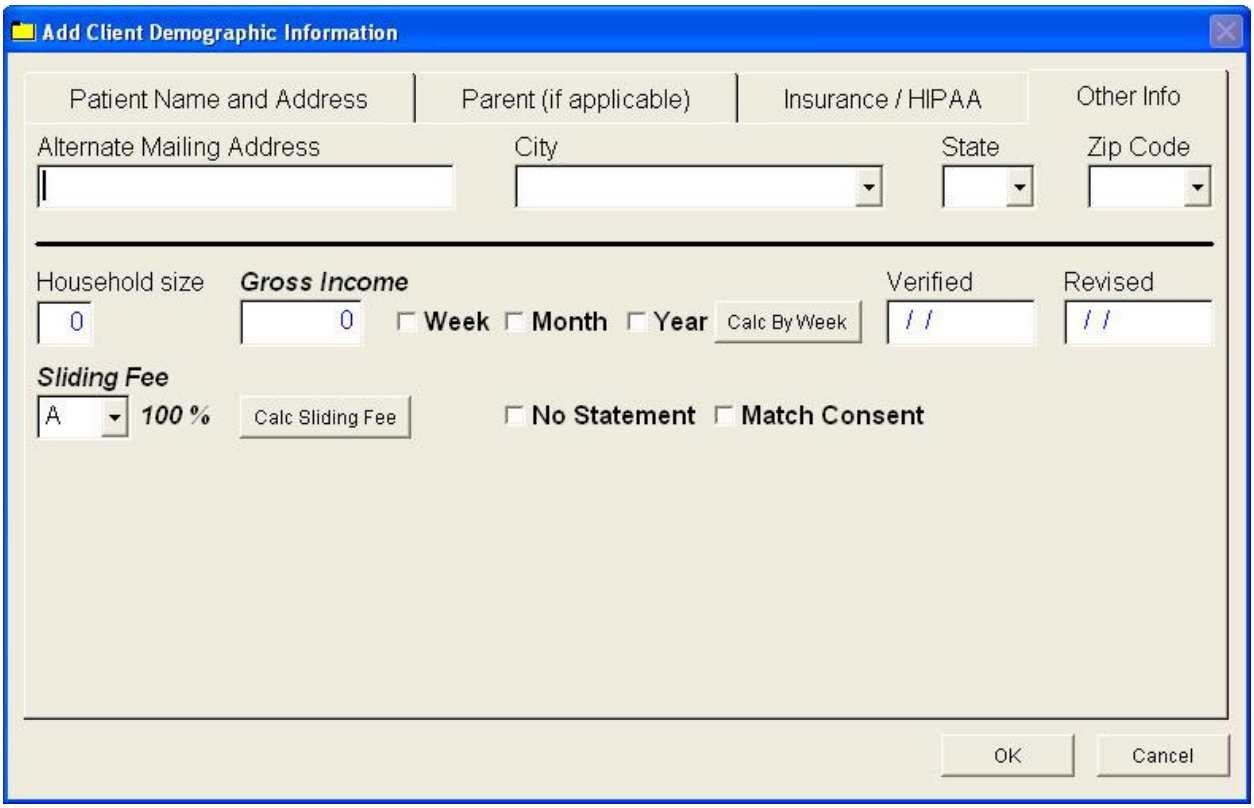
Insurance/HIPAA



Enter information regarding the insurance carrier and HIPAA information.

*** An insurance carrier and insurance #**

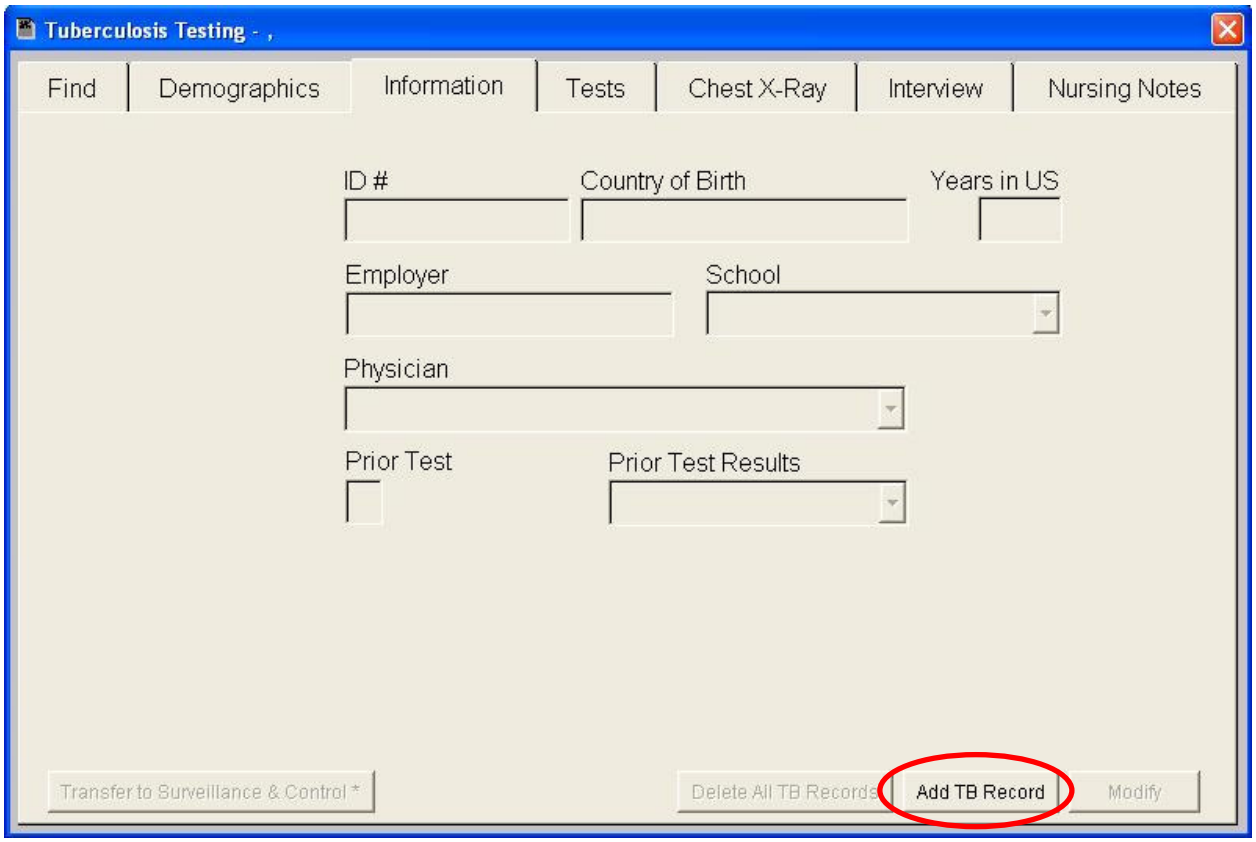
Other Info



When you are finished entering the client's demographic data, click "**OK**".

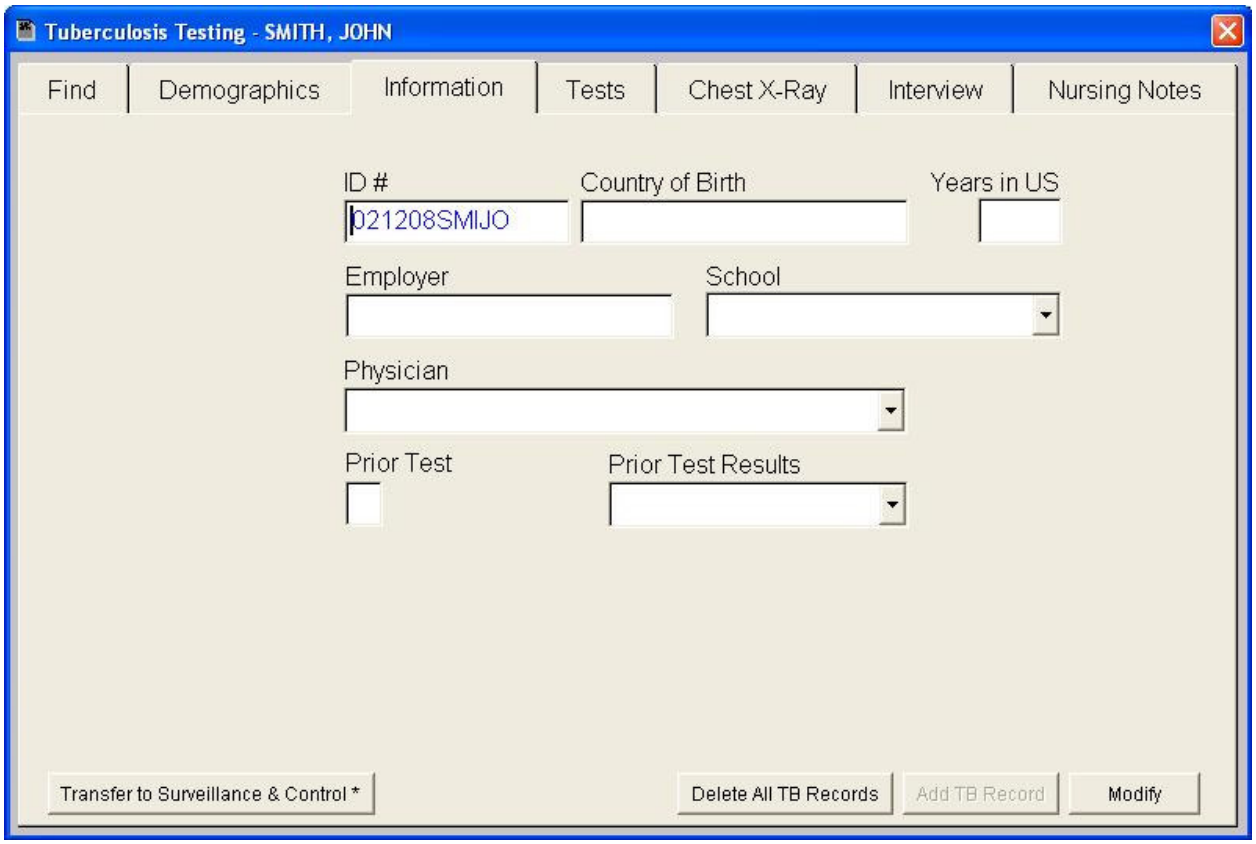
Information

Information



To add a TB record for the client, click the "**Add TB Record**" button.

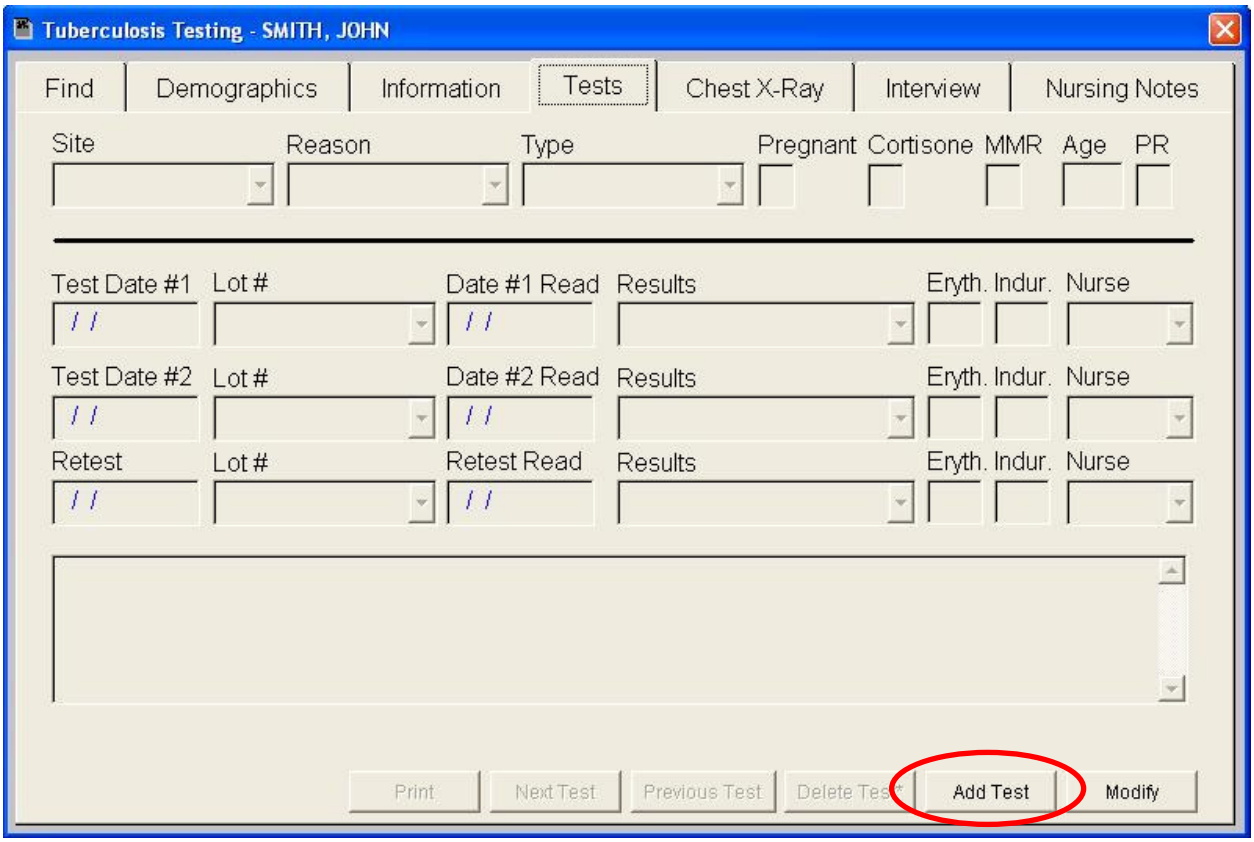
Add TB Record



Field/Button	Description
ID #	Program automatically assigns ID #
Country of Birth	Enter the client's country of birth
Years in US	Enter how many years the client has lived in the US
Employer	Enter the name of the client's employer
School	Select the client's school
Physician	Select the client's physician
Prior Test	Enter "Y" for yes, "N" for no
Prior Test Results	Select the prior test results
Transfer to Surveillance & Control*	Right click to transfer the client's information to surveillance and control
Delete All TB Records	Click to delete the client's TB record
Add TB Record	Adds a TB record
Modify Button	Click to modify the record

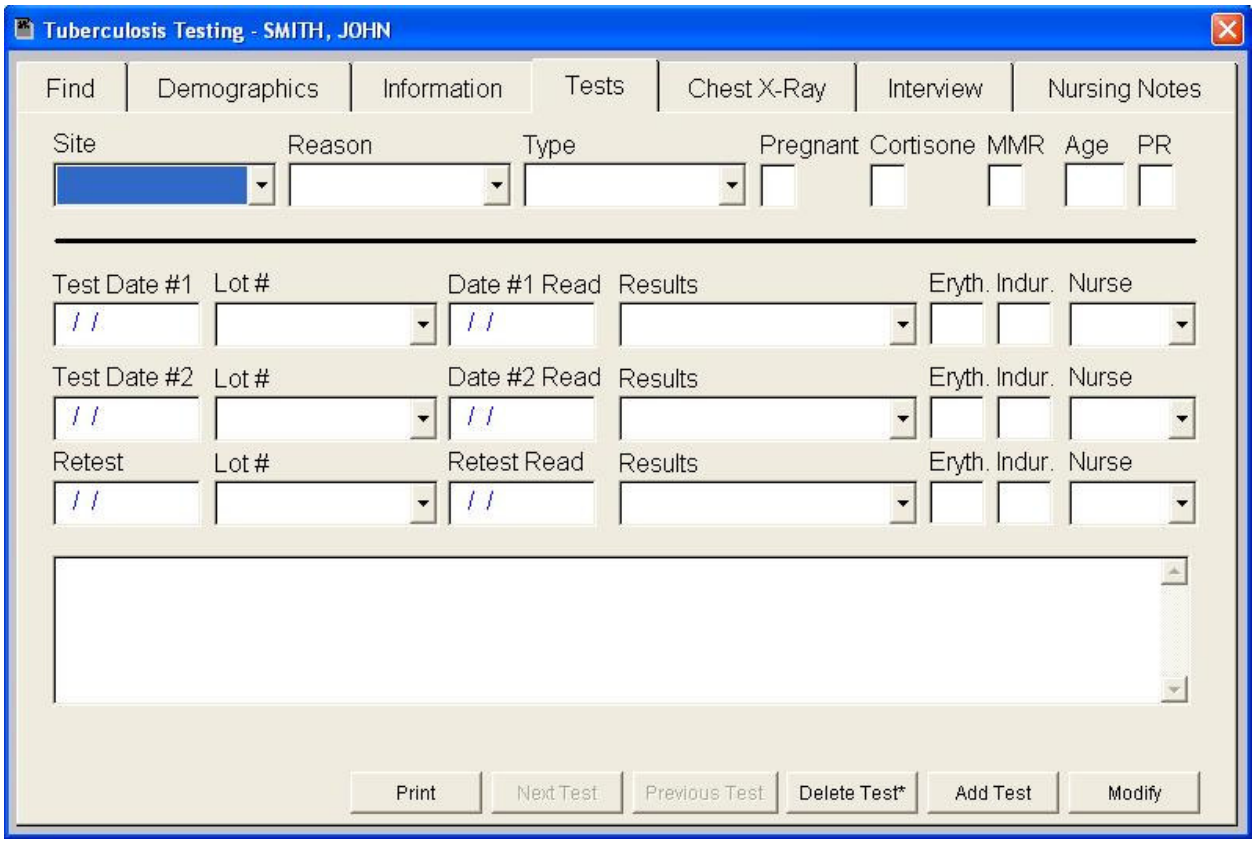
Tests

Tests



The TB program enables you to add multiple tests for the client. To add a TB test, click the "**Add Test**" button.

Add Test



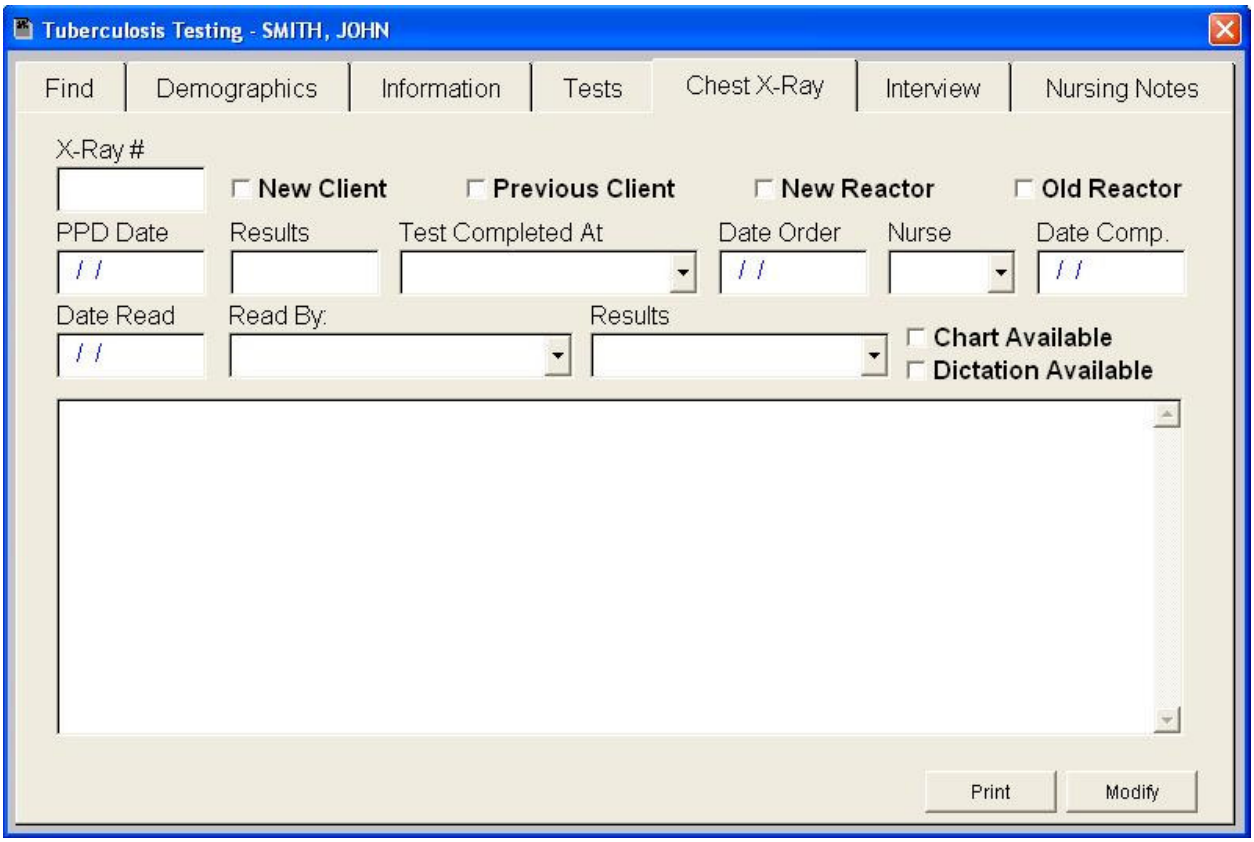
You can now enter information on the test for the client.

Field/Button	**Description**
Site	Select the test site
Reason	Select the reason for the test
Type	Select the type of test
Pregnant	Enter “Y” for yes, “N” for no
Cortisone	Enter “Y” for yes, “N” for no
MMR	Enter “Y” for yes, “N” for no
Age	Enter the client’s age
PR	Enter “Y” for yes, “N” for no
Test Date	Enter the test date
Lot #	Select the lot number
Date Read	Enter the date the test was read
Results	Select the results of the test
Eryth.	Enter the value
Indur.	Enter the value
Nurse	Select the nurse who performed the test

Print	Click to open the print window
Next Test	Click to navigate to the next test
Previous Test	Click to navigate to the previous test
Delete Test*	Right click to delete the test
Add Test	Click to add a test
Modify	Click to modify the record

Chest X-Ray

Chest X-Ray



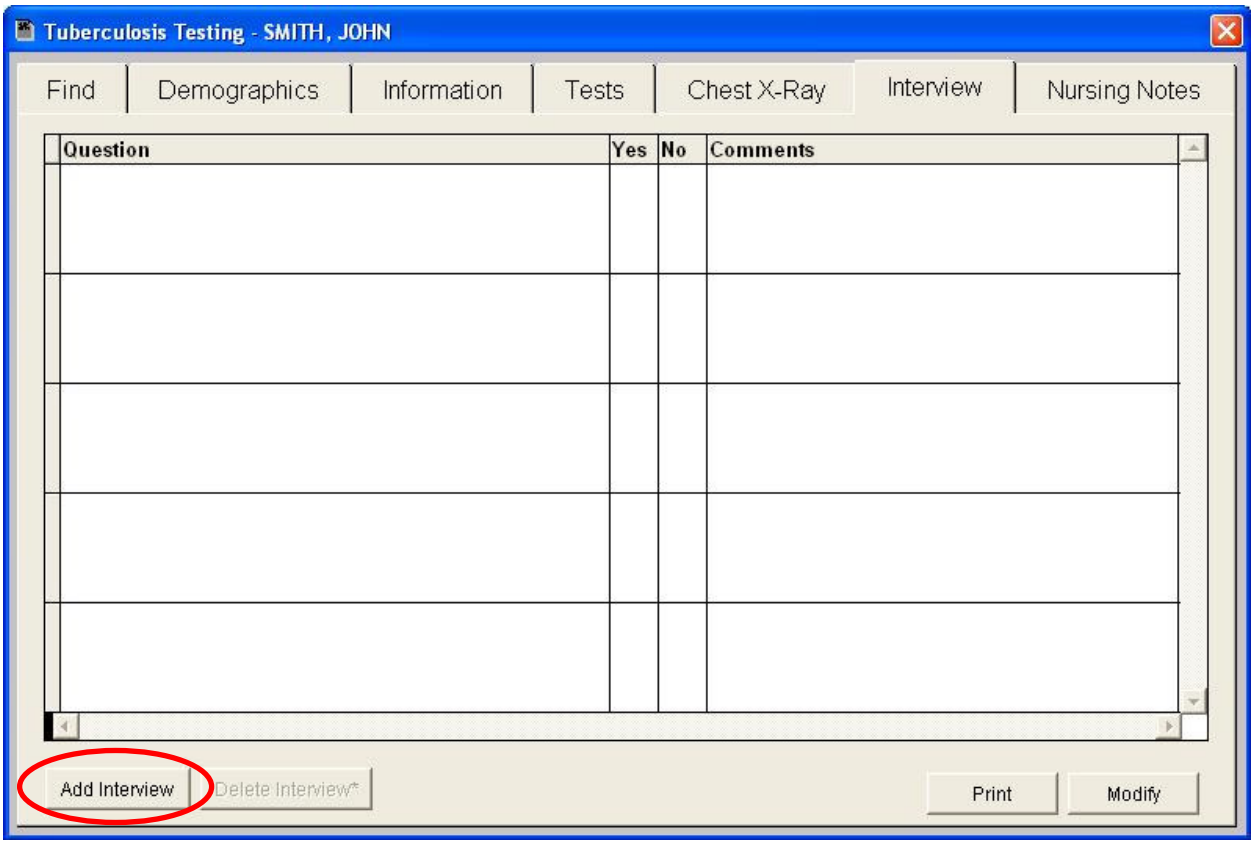
This screen is for entering information if the client had a chest x-ray.

Field/Button	Description
X-Ray #	Enter the X-Ray number
New Client	Check if this client is new
Previous Client	Check if this client has had previous a chest x-ray
New Reactor	Check for new reactor
Old Reactor	Check for old reactor
PPD Date	Enter date of PPD
Results	Enter the results
Test Completed At	Select where the test was completed at
Date Order	Enter date x-ray ordered
Nurse	Select the nurse
Date Comp.	Enter the date completed
Date Read	Enter the date the test was read
Read By	Select who the test was read by
Results	Select the test results
Chart Available	Check if there is a chart available

Dictation Available	Check if dictation is available
Print Button	Opens the Print window
Modify Button	Click to modify the record

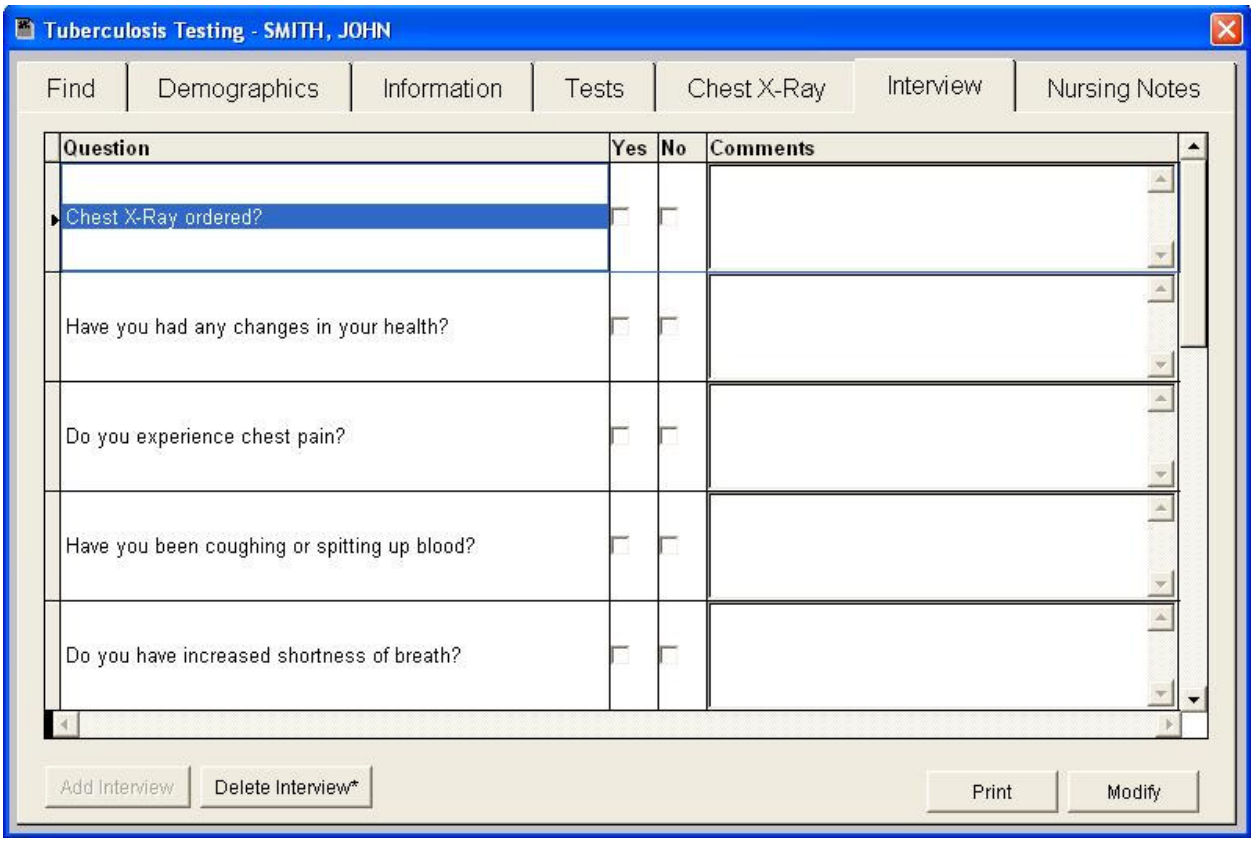
Interview

Interview



To add the interview for the client, click the "**Add Interview**" button.

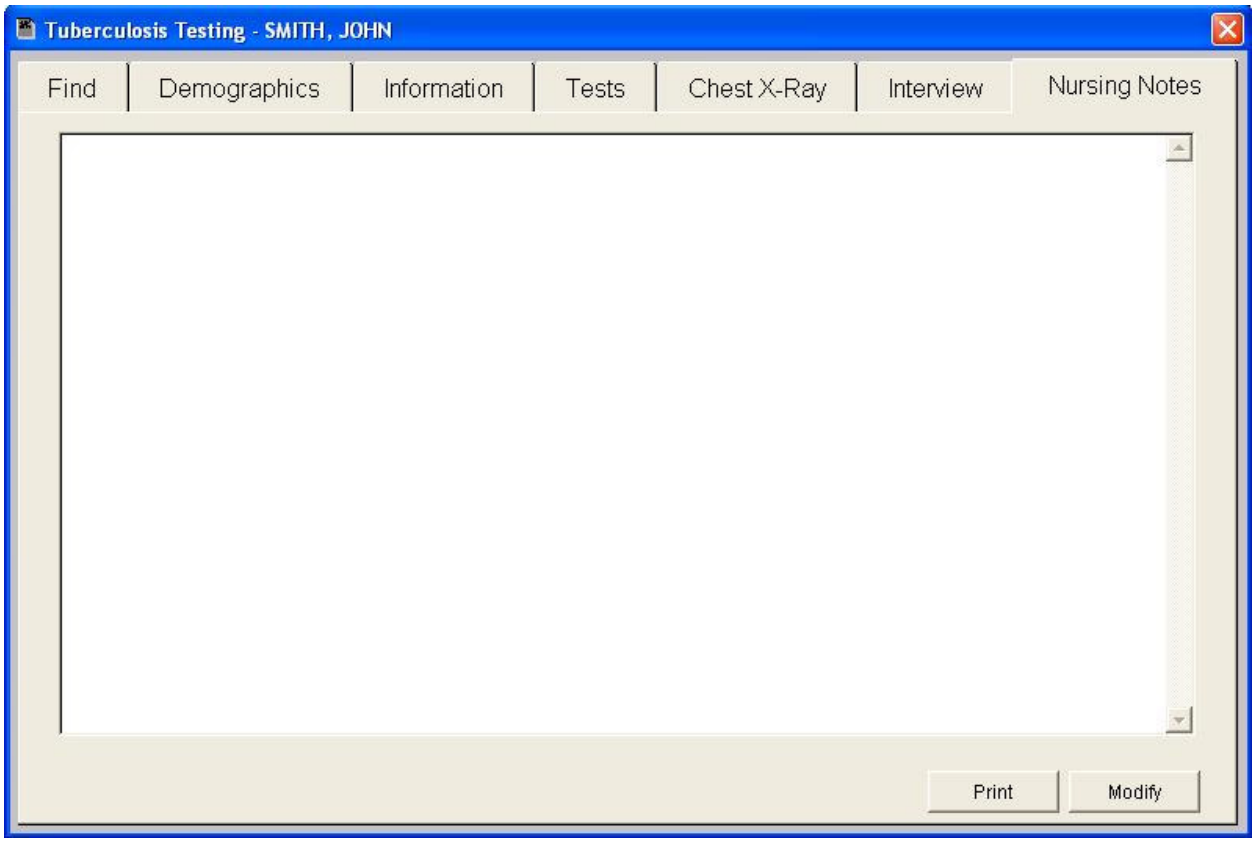
Add Interview



The interview is now added to the client's record. (You can build the interview under the **Maintenance Menu** discussed further on.)

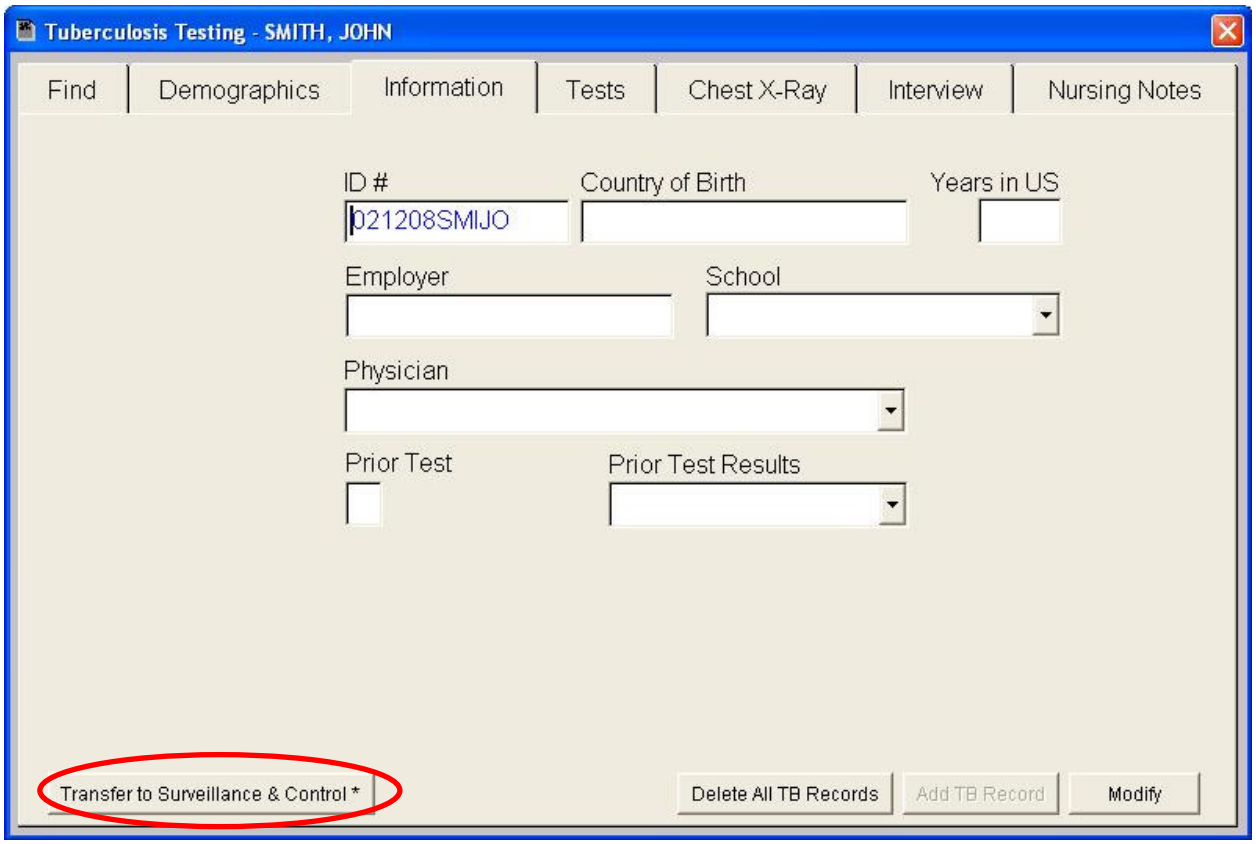
Nursing Notes

Nursing Notes



You can enter unlimited notes on the client.

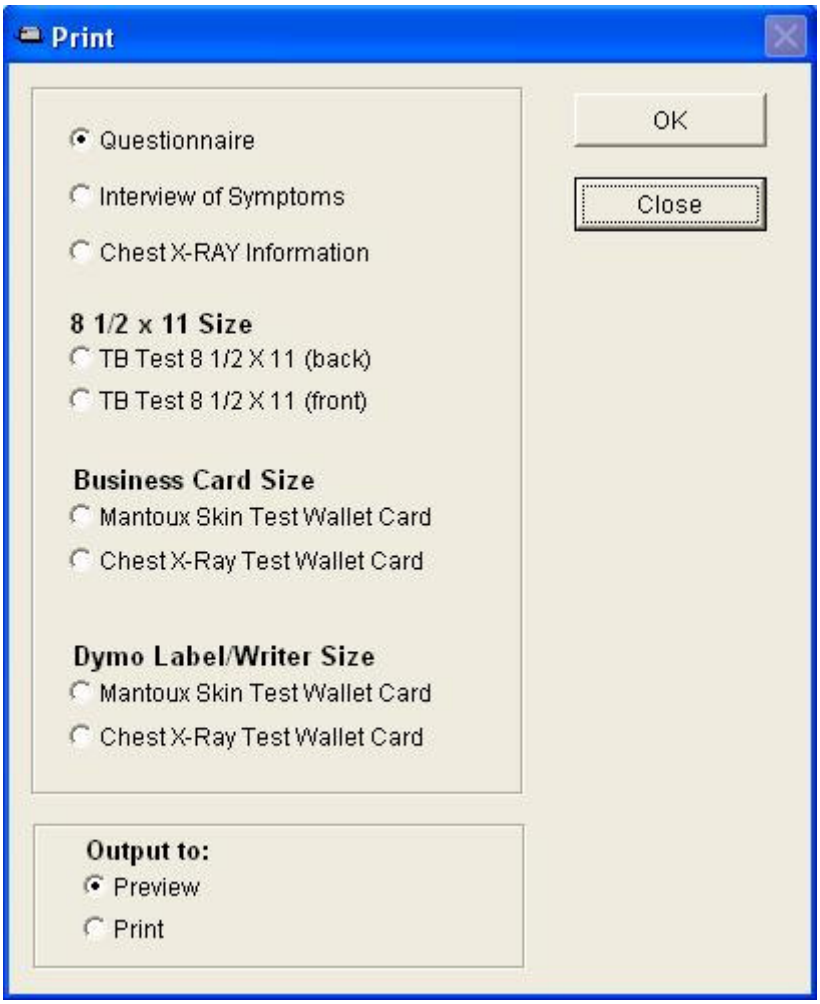
Transferring a Client



To transfer a client from the **Tuberculosis Testing** module to the **Surveillance and Control** module, right click the **Transfer to Surveillance & Control*** button. All information on the client will be transferred from the TB Testing module.

Print Button

Print



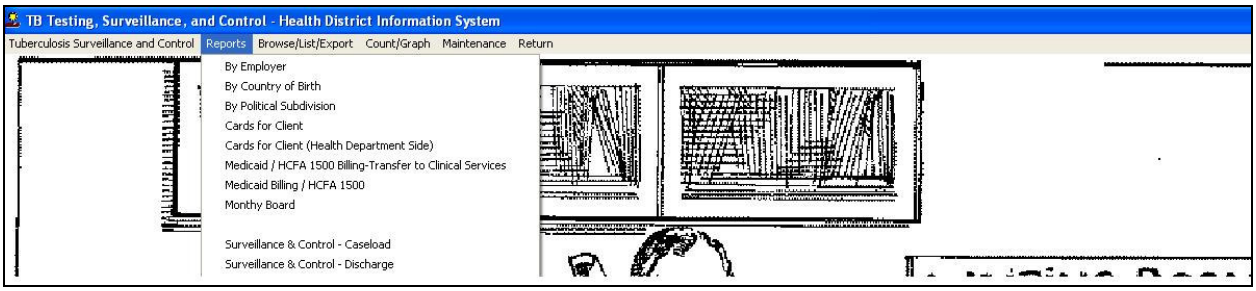
Print: The print button is available on all the window tabs. The print menu is the same, and you may print any of the options no matter what tab you have open at the time.

Print Options

Field/Button	Description
Questionnaire	Prints the questionnaire for the client
Interview of Symptoms	Prints the client's interview
Chest X-Ray Information	Prints the x-ray information for the client
TB Test 8 ½ X 11 (back)	Prints the back of the TB test card for the client on legal paper
TB Test 8 ½ X 11 (front)	Prints the front of the TB test card for the client on legal paper
Mantoux Skin Test Wallet Card	Prints a mantoux skin test card for the client
Chest X-Ray Wallet Card	Prints chest x-ray card for the client
Dymo - Mantoux Skin Test Wallet Card	Prints mantoux skin test card for the client on Dymo label printer
Dymo Chest X-Ray Wallet Card	Prints chest x-ray card for the client on Dymo label printer
Print	Prints the report
Preview	Previews the report

Reports

Reports



The reports menu contains a list of the many reports that you are able to obtain from the program.

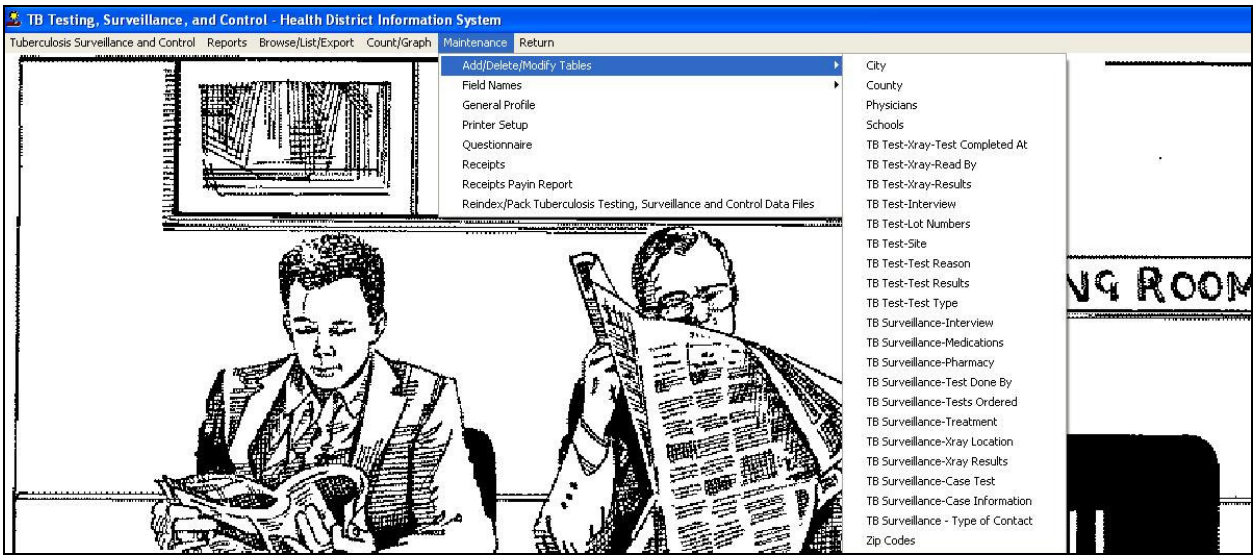
For each report, an option box will appear similar to the one shown above. It enables you to enter dates for your reports as well as use of filters.

Tuberculosis Testing Reports

Reports	Description
By Employer	Prints a list of TB clients by employer
By Country of Birth	Prints a count report of TB clients by country of birth
By Political Subdivision	Prints a list of TB clients by political subdivision
Cards for Client	Prints TB test cards in bulk
Cards for Client (Health Dept. Side)	Prints TB test cards in bulk (health department side)
Medicaid/HCFA 1500 Billing – Transfer to Clinical Services	Transfers charges to Clinical Services module
Medicaid Billing/HCFA 1500	Print HCFA 1500 Claim Forms
Monthly Board	Prints TB monthly board report
Surveillance & Control – Caseload	Prints a caseload of clients in surveillance and control
Surveillance & Control – Discharge	Prints a caseload of discharged clients in surveillance and control

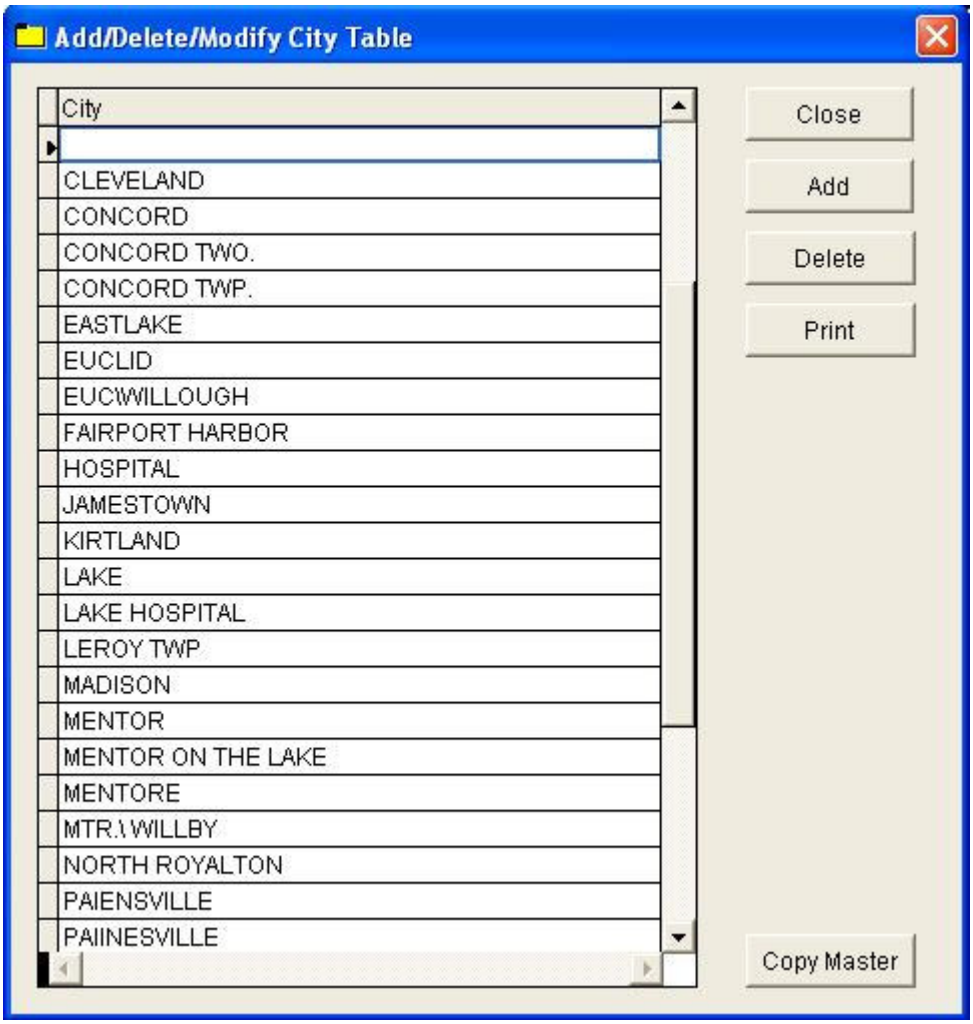
Maintenance - Add/Delete/Modify Tables

Maintenance



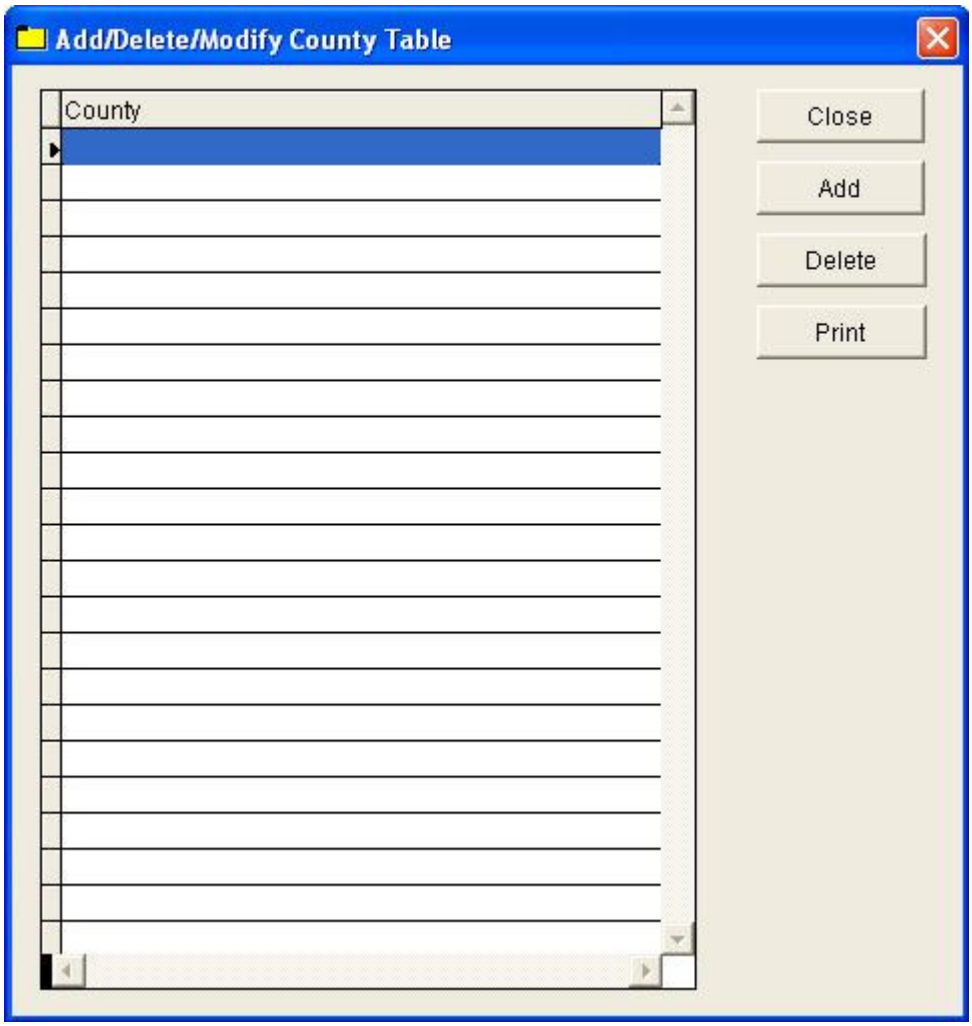
The maintenance menu contains a list of tables that you can modify for your program.

City



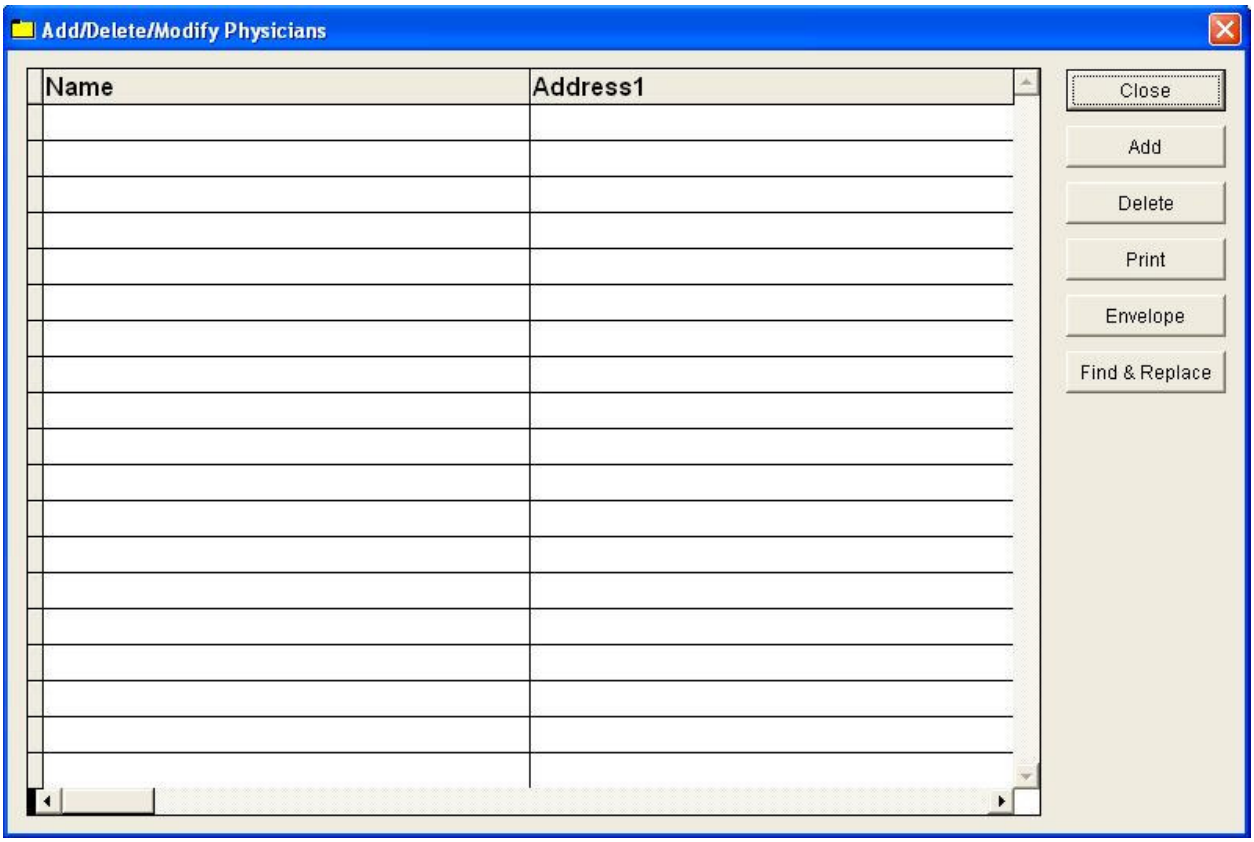
Field/Button	Description
City	Enter the city name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

County



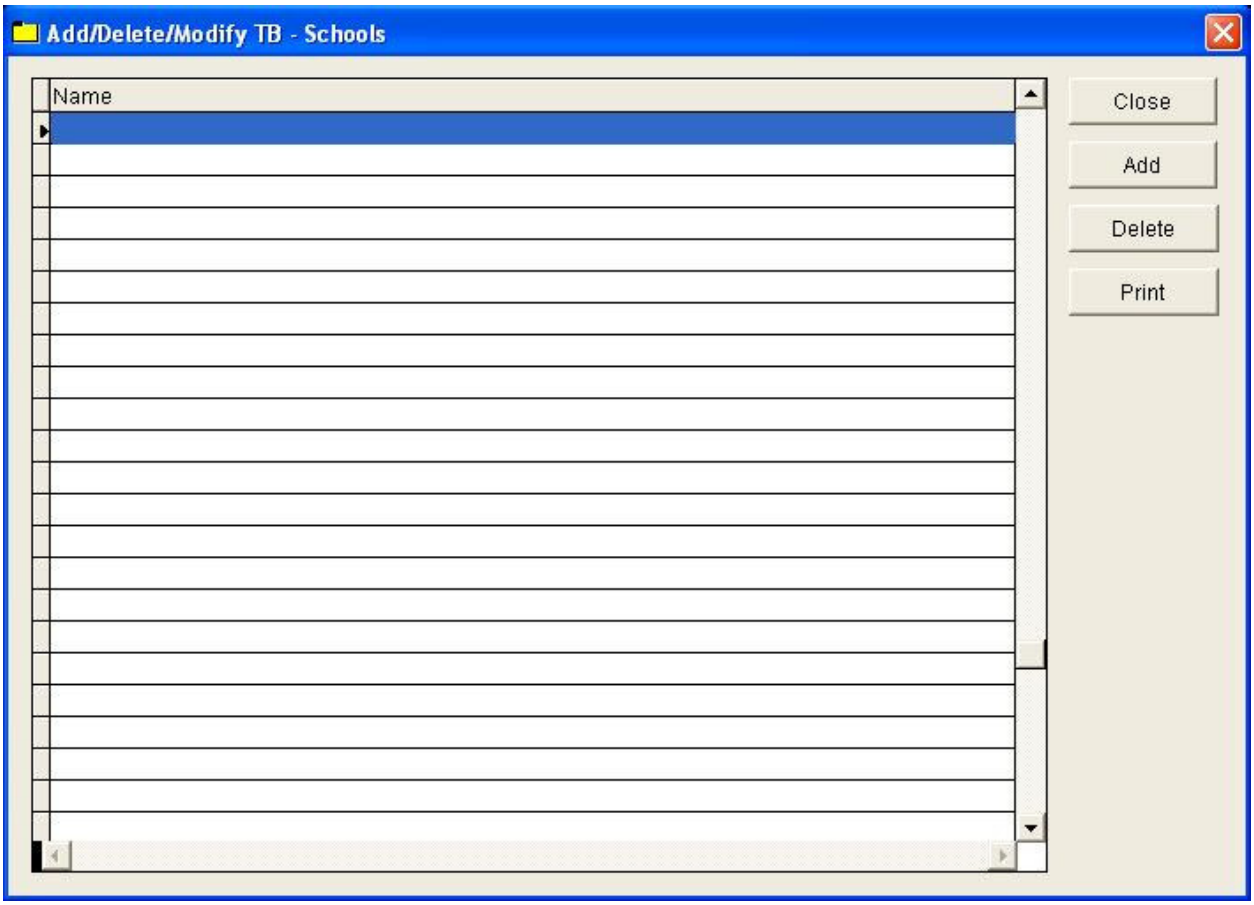
Field/Button	Description
County	Enter the county name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Physicians



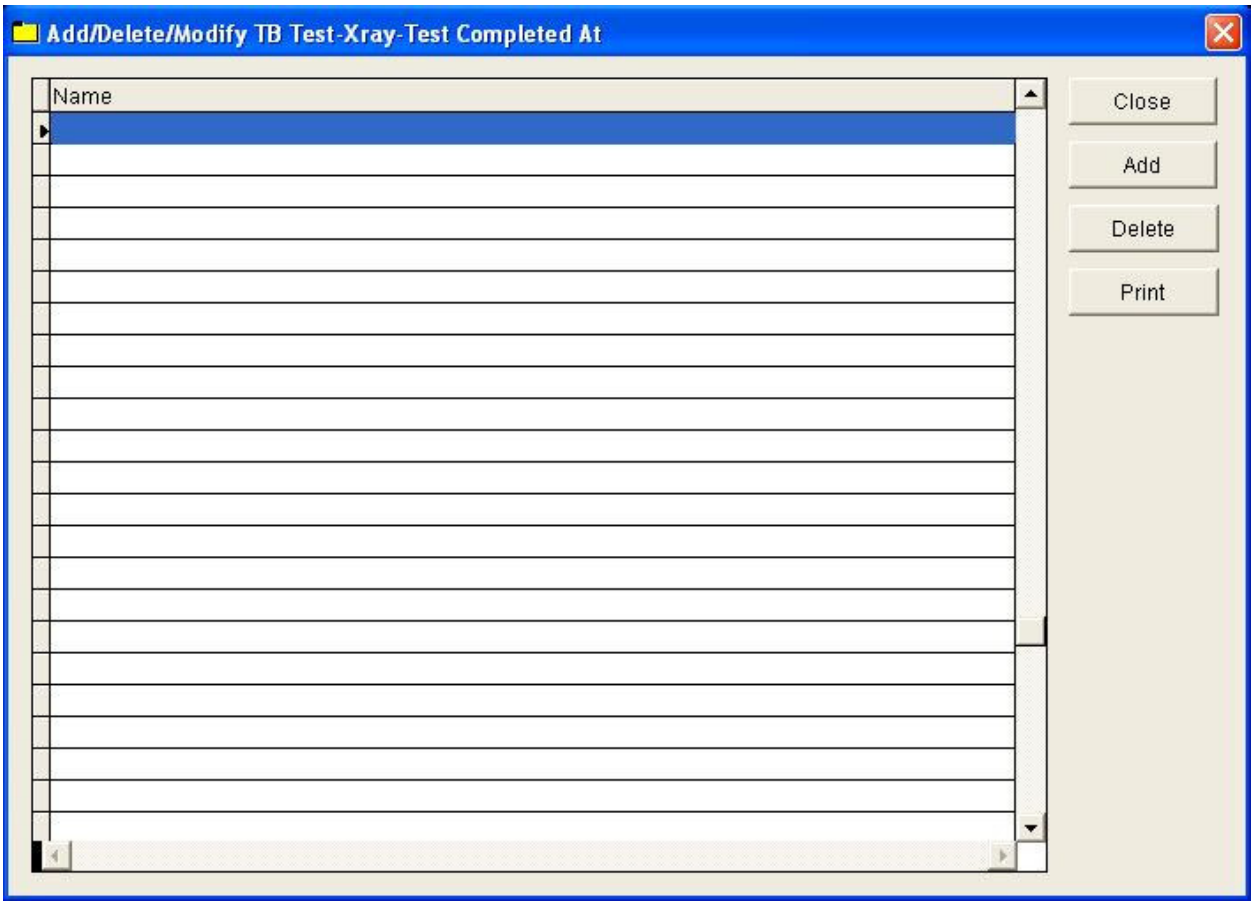
Field/Button	Description
Name	Enter the name of the physician
Address1	Enter the address of the physician
Address2	Enter the address of the physician
City	Enter the city of the physician
State	Enter the state of the physician
Zip	Enter the zip of the physician
NPI # ^ Legacy #	Enter the NPI/Legacy #
Phone	Enter the phone number of the physician
Fax	Enter the fax number of the physician
Group Name	Enter the group name of the physician
Type of Practice	Enter the type of practice
Add Button	Adds a physician to the table.
Close Button	Closes the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Envelope	Prints an envelope addressed to the physician

Schools



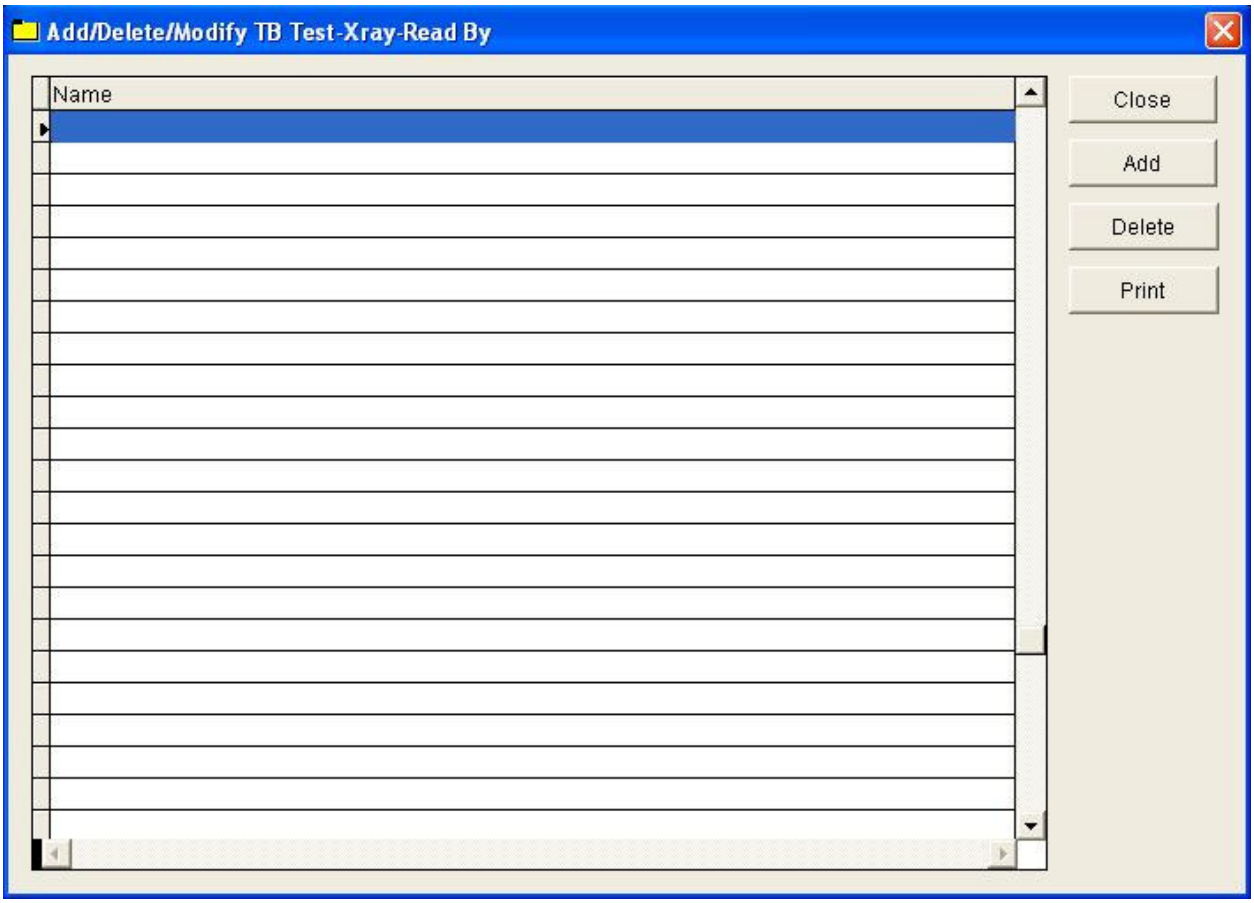
Field/Button	Description
Name	Enter the school name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Test X-ray Completed At



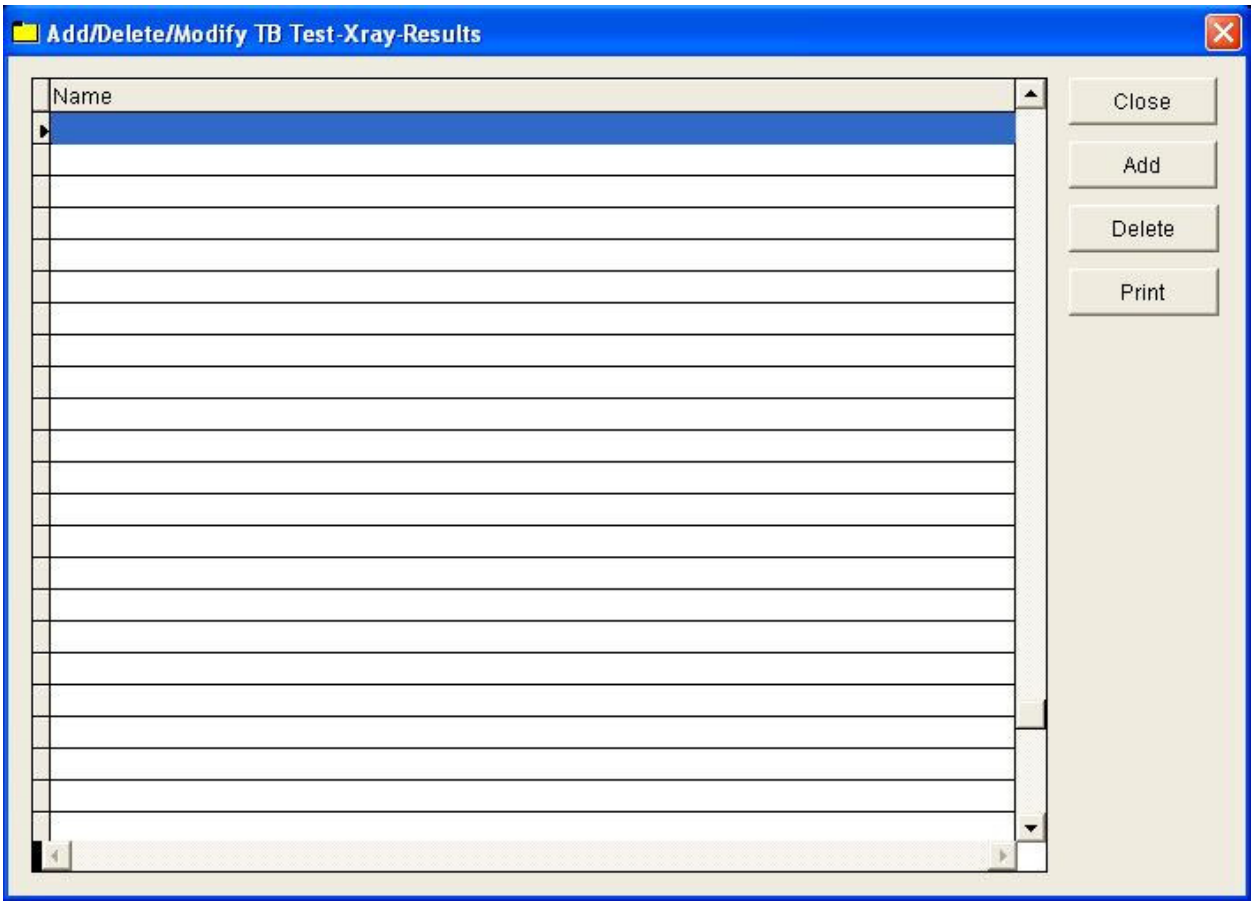
Field/Button	Description
Name	Enter the location of the x-ray test
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Test X-ray Read By



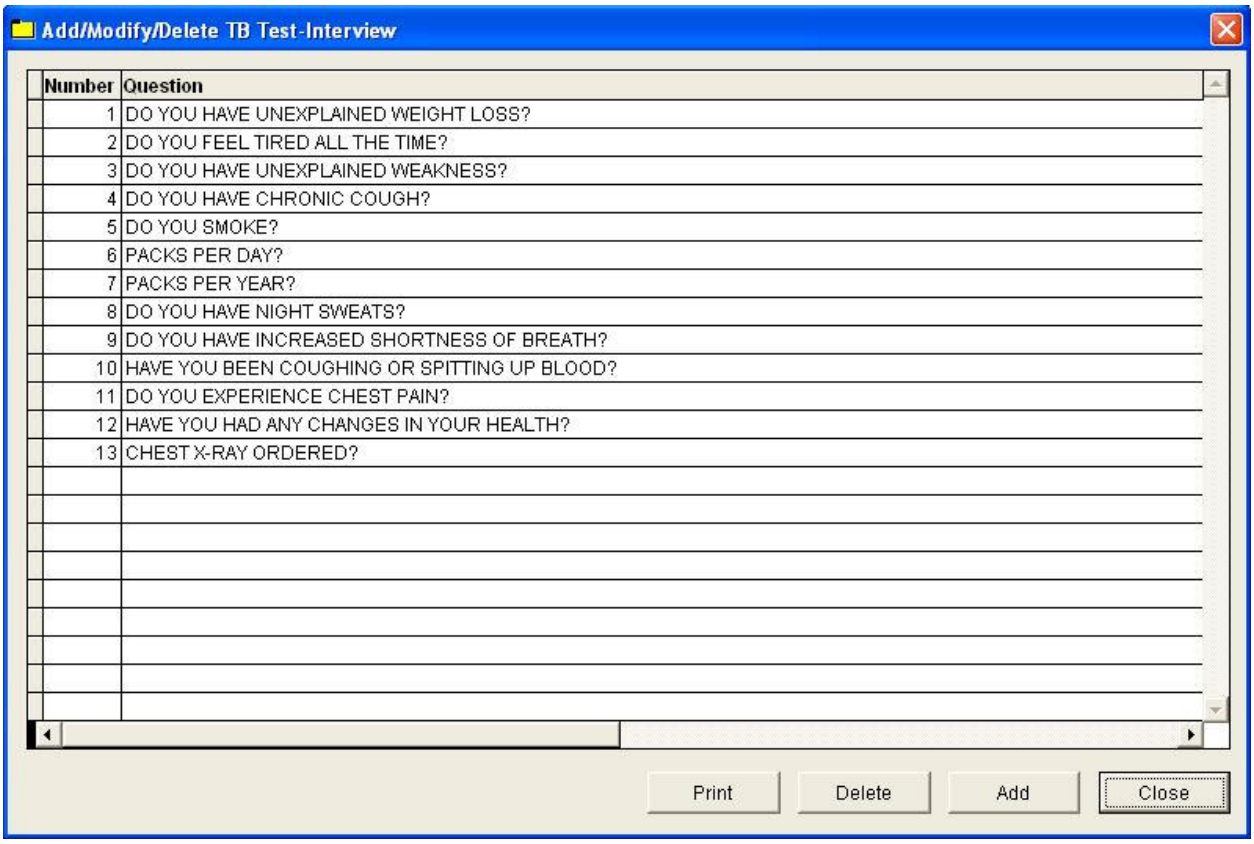
Field/Button	Description
Name	Enter the person who read the x-ray test
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Test – X-ray Results



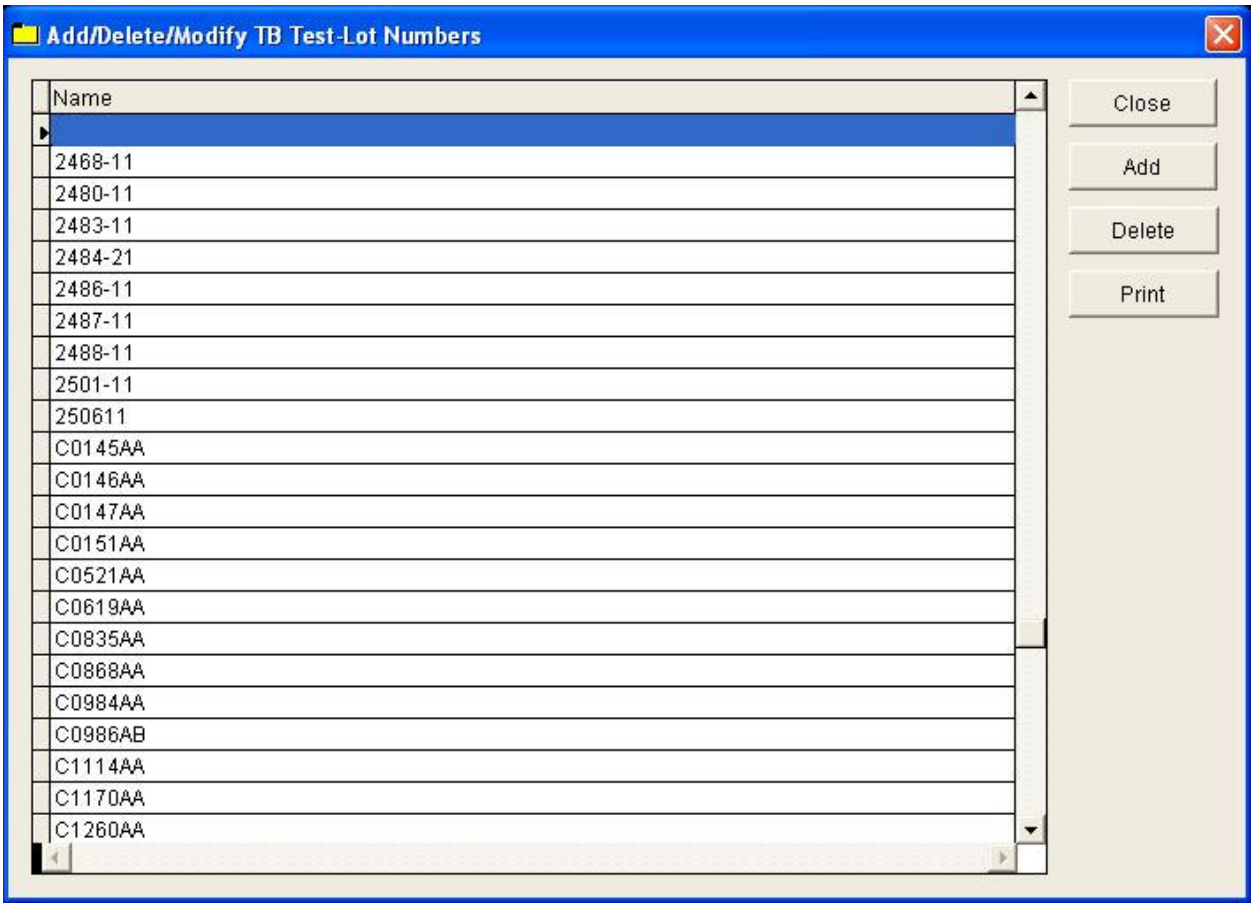
Field/Button	Description
Name	Enter the x-ray results
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Test - Interview


Add/Modify/Delete TB Test-Interview
Number
Question
1 DO YOU HAVE UNEXPLAINED WEIGHT LOSS?
2 DO YOU FEEL TIRED ALL THE TIME?
3 DO YOU HAVE UNEXPLAINED WEAKNESS?
4 DO YOU HAVE CHRONIC COUGH?
5 DO YOU SMOKE?
6 PACKS PER DAY?
7 PACKS PER YEAR?
8 DO YOU HAVE NIGHT SWEATS?
9 DO YOU HAVE INCREASED SHORTNESS OF BREATH?
10 HAVE YOU BEEN COUGHING OR SPITTING UP BLOOD?
11 DO YOU EXPERIENCE CHEST PAIN?
12 HAVE YOU HAD ANY CHANGES IN YOUR HEALTH?
13 CHEST X-RAY ORDERED?
Print
Delete
Add
Close

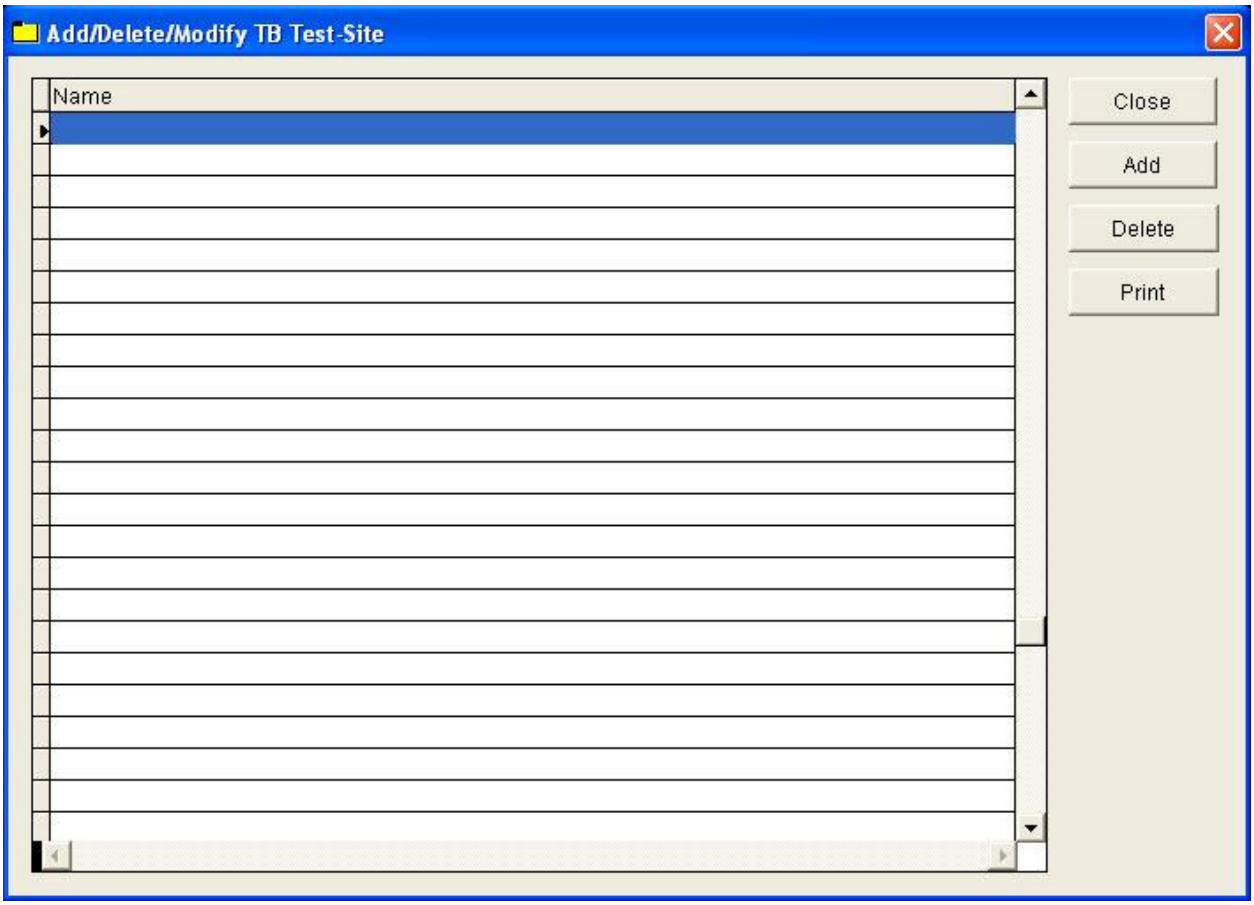
Field/Button	Description
Number	Enter the question number
Question	Enter the question
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Test – Lot Numbers



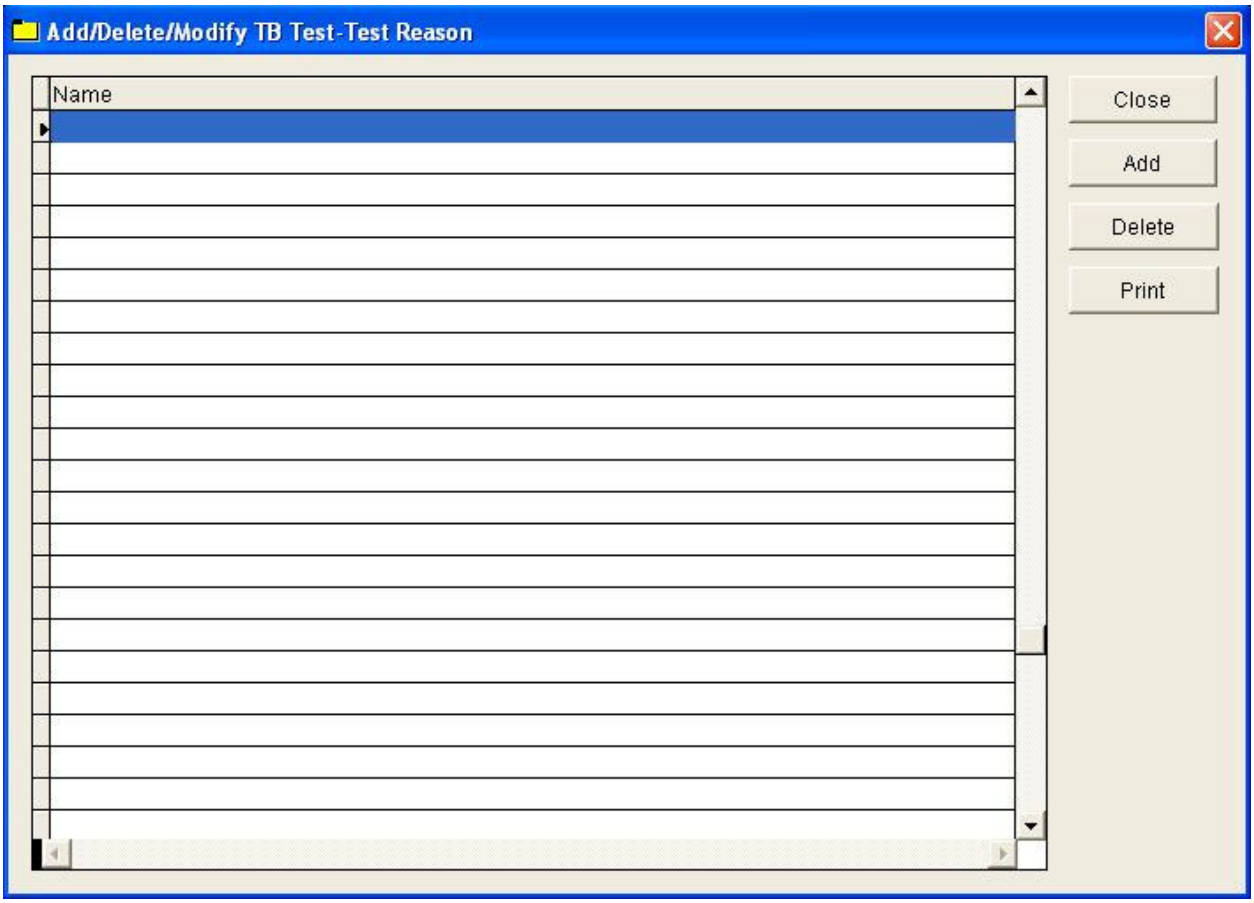
Field/Button	Description
Name	Enter the lot number
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Test - Site



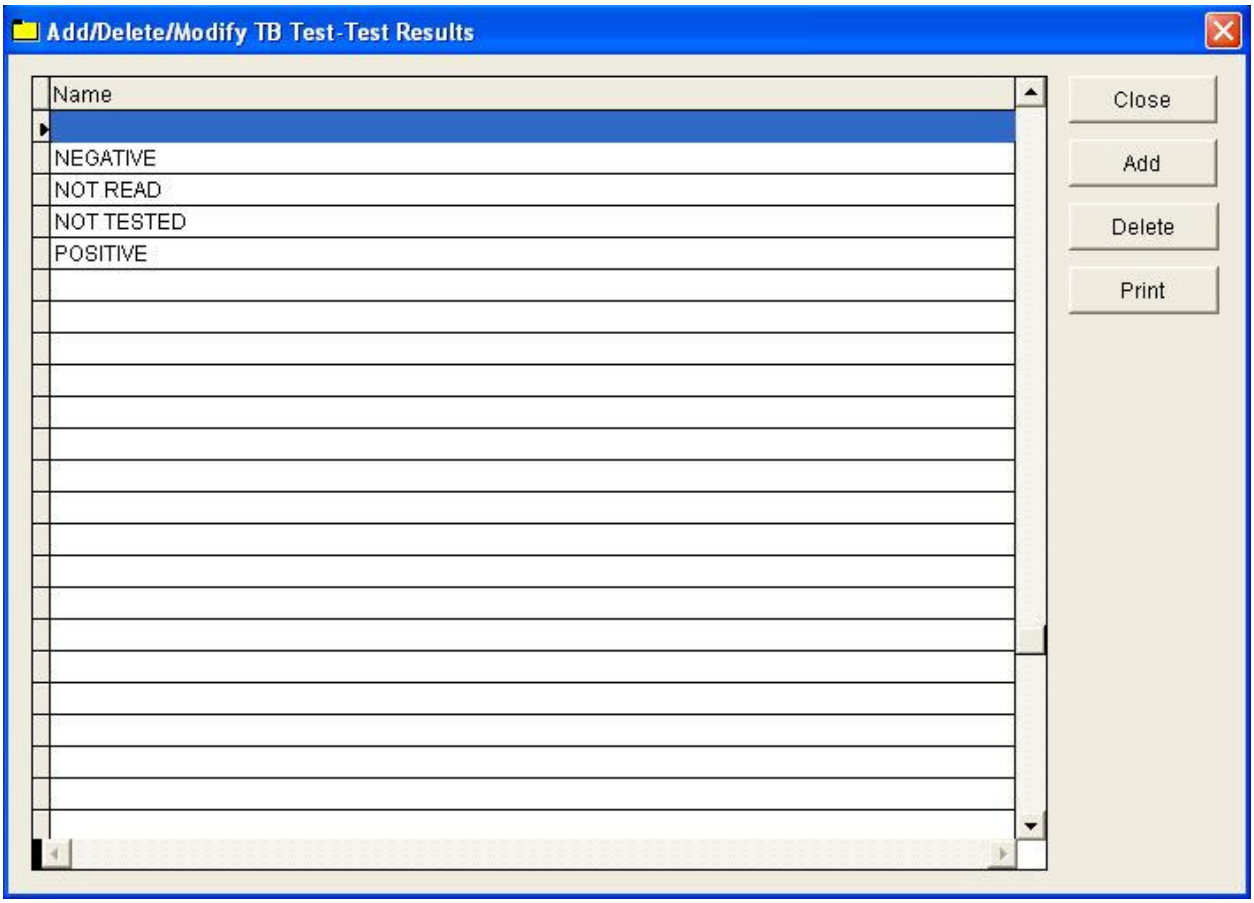
Field/Button	Description
Name	Enter the test site
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Test – Test Reason



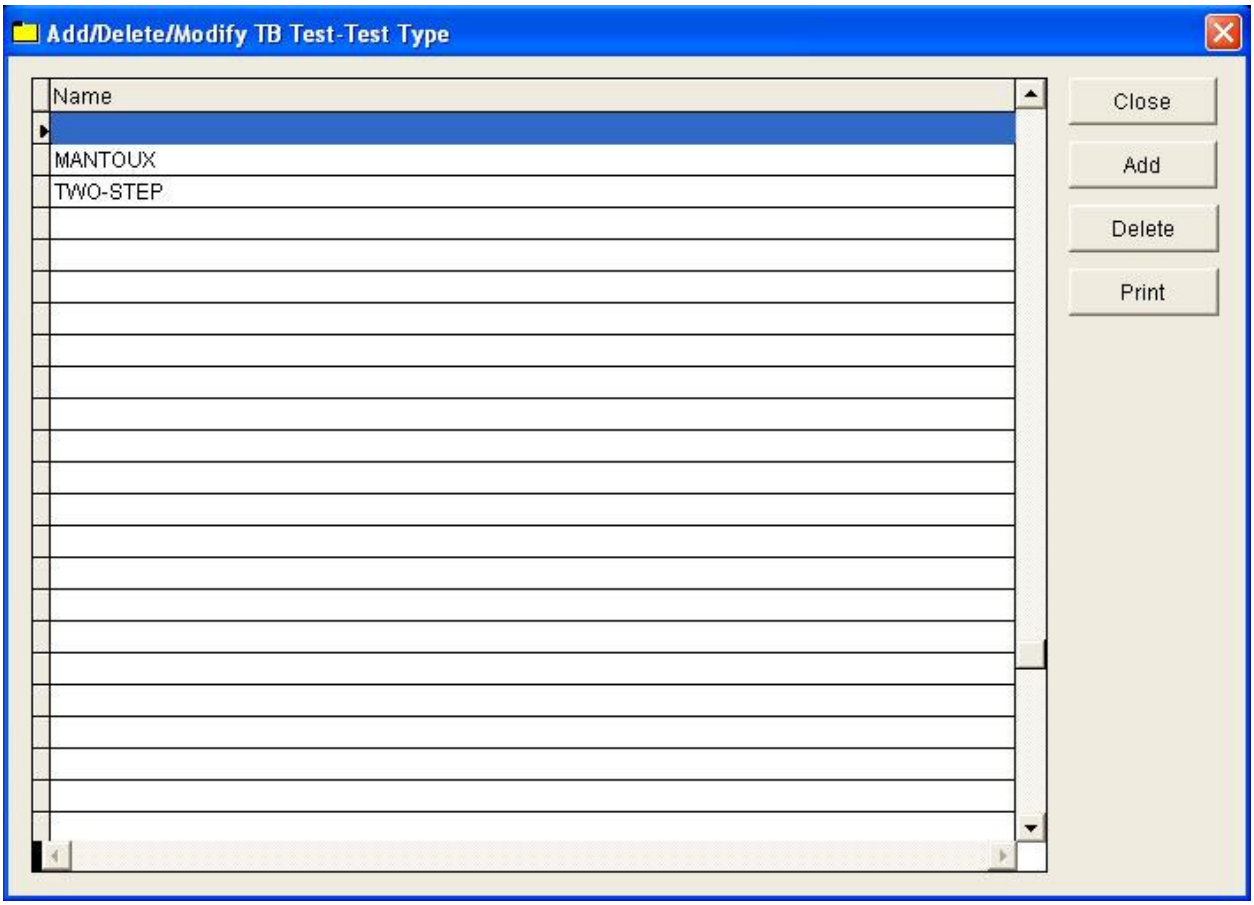
Field/Button	Description
Name	Enter the test reason
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Test – Test Results



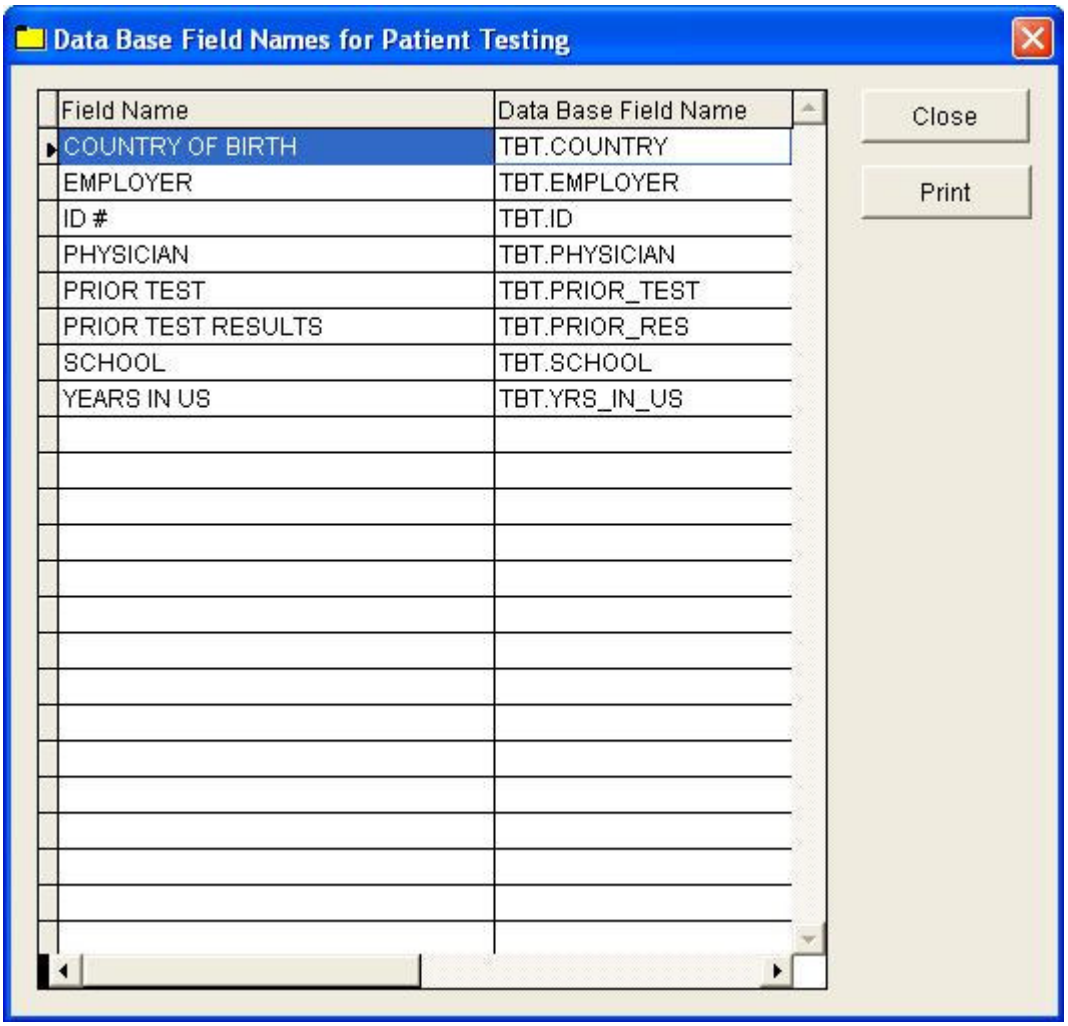
Field/Button	Description
Name	Enter the test result
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Test – Test Type



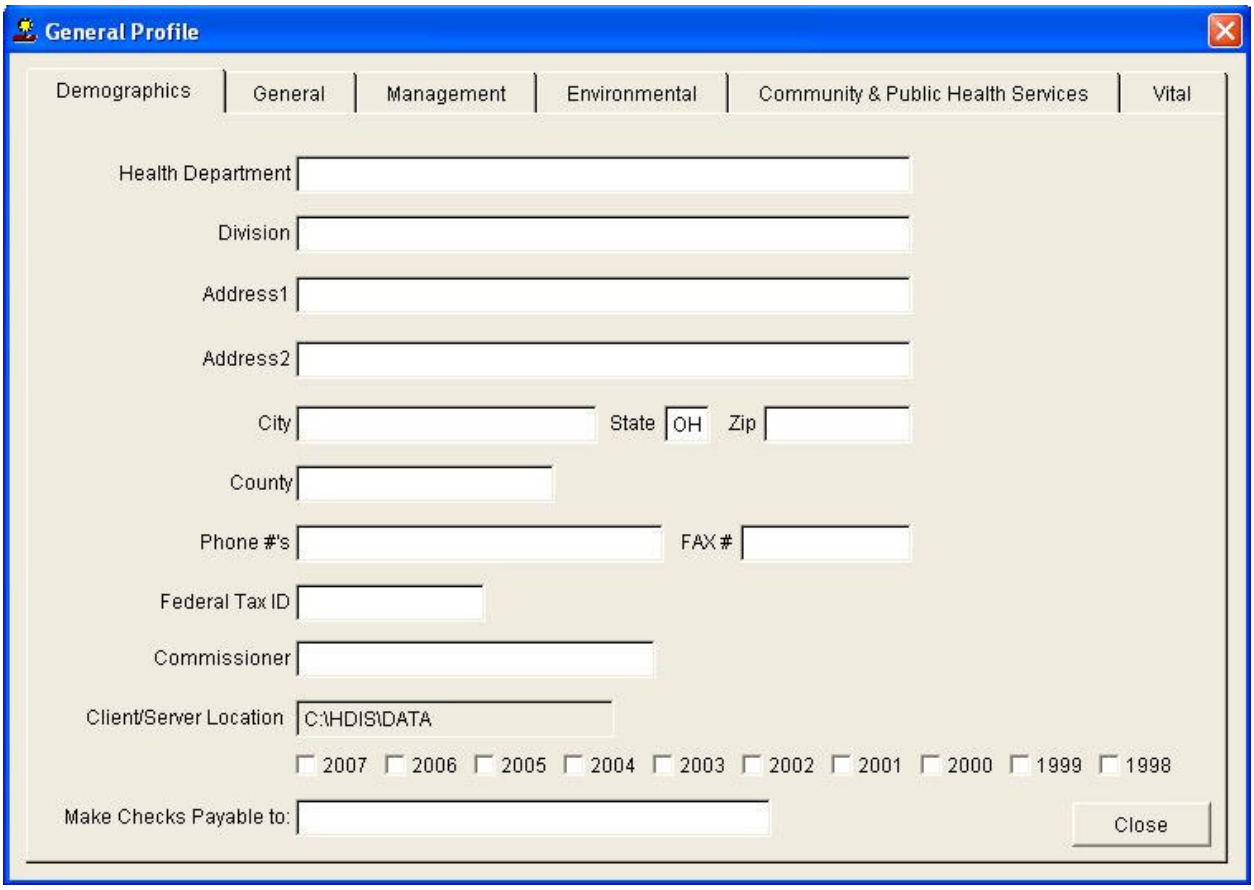
Field/Button	Description
Name	Enter the test type
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Field Names



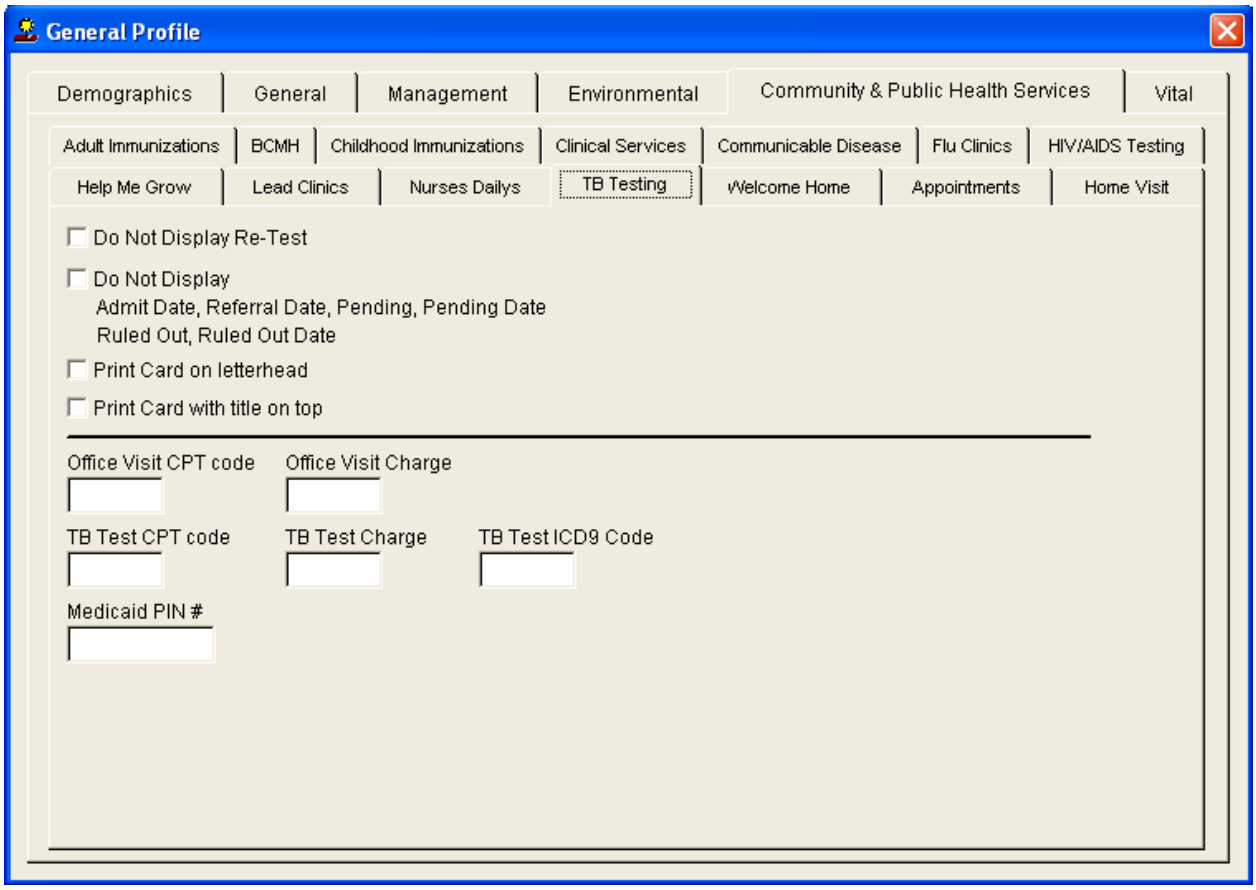
The **field names** listing can be very useful in determining what fields you wish to utilize to capture data for letters and when creating reports for that data. The program will display a list of names that you can print.

General Profile



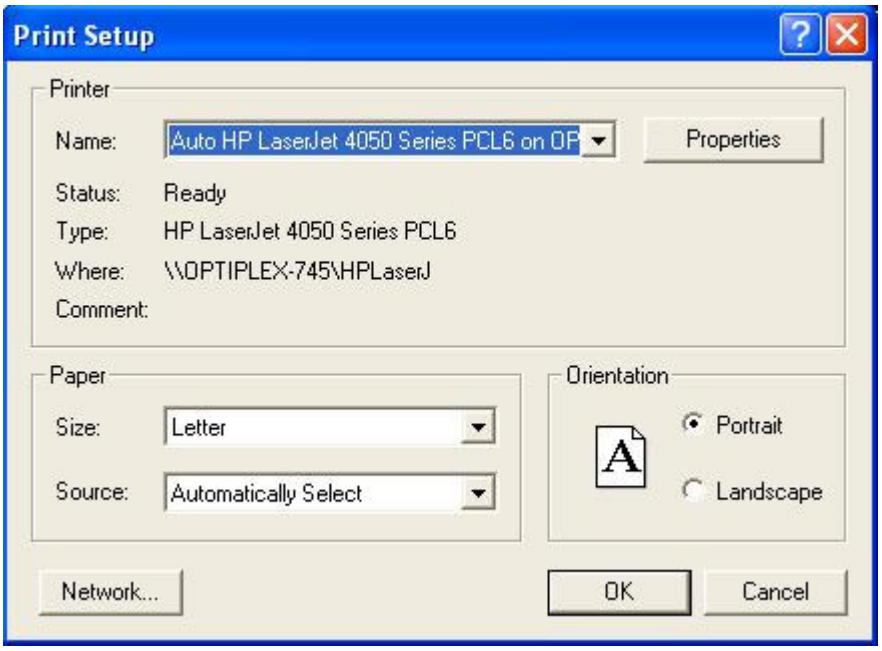
The **General Profile** enables you to enter the basic information for your health department. The **TB module** information can be found under the "**Community & Public Health Services**" tab.

General Profile – TB Testing



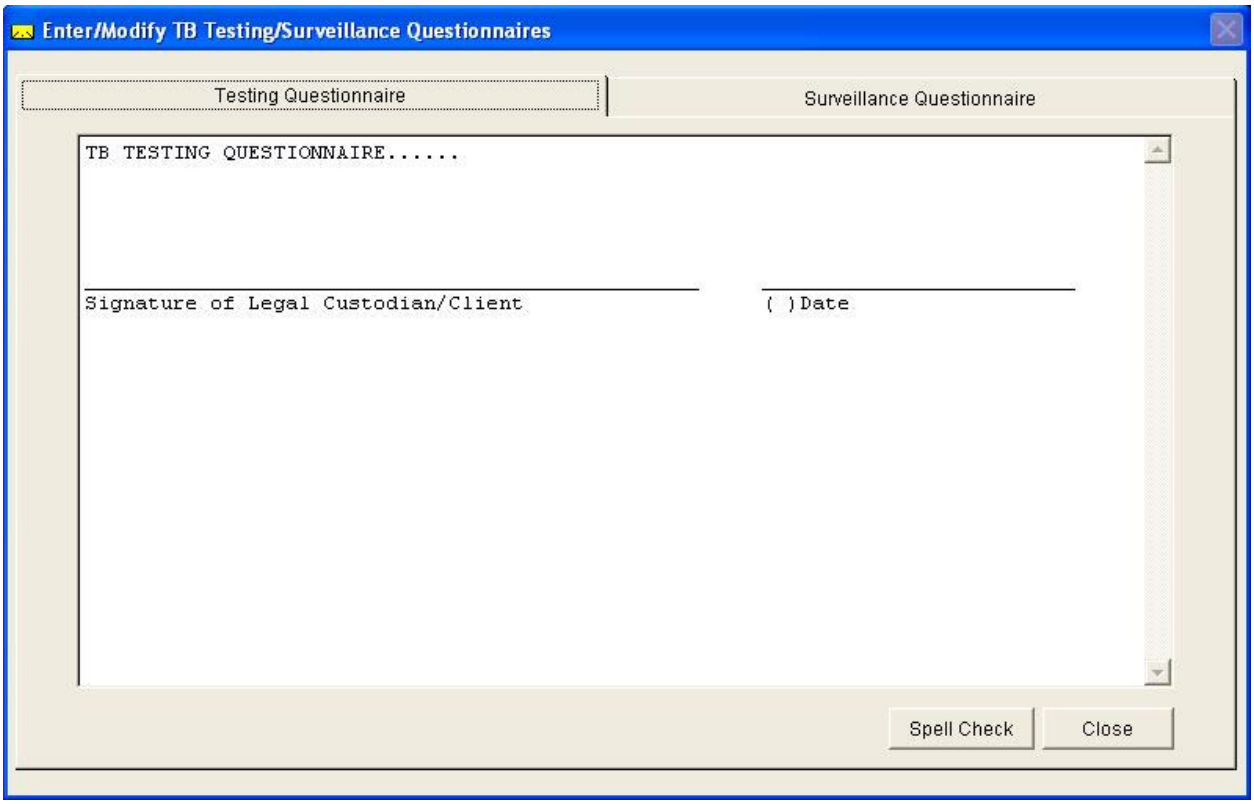
Field/Button	Description
Do Not Display Re-Test	Check to suppress the Re-test row (no longer needed)
Do Not Display Admit Date, Pending, Pending Date, Ruled Out, Ruled Out Date	Removes these fields from the window tab.
Print Card on letterhead	Prints TB test card on health department letterhead
Print Card with title on top	Prints Health Department info at top of card/paper
Office Visit CPT Code	Enter the CPT code for an office visit
Office Visit Charge	Enter the charge for an office visit
TB Test CPT Code	Enter the CPT code for a TB test
TB Test Charge	Enter the charge for a TB test
TB Test ICD9 Code	Enter the ICD9 Code for the TB test
Medicaid PIN #	Enter the health department's Medicaid PIN #

Printer Setup



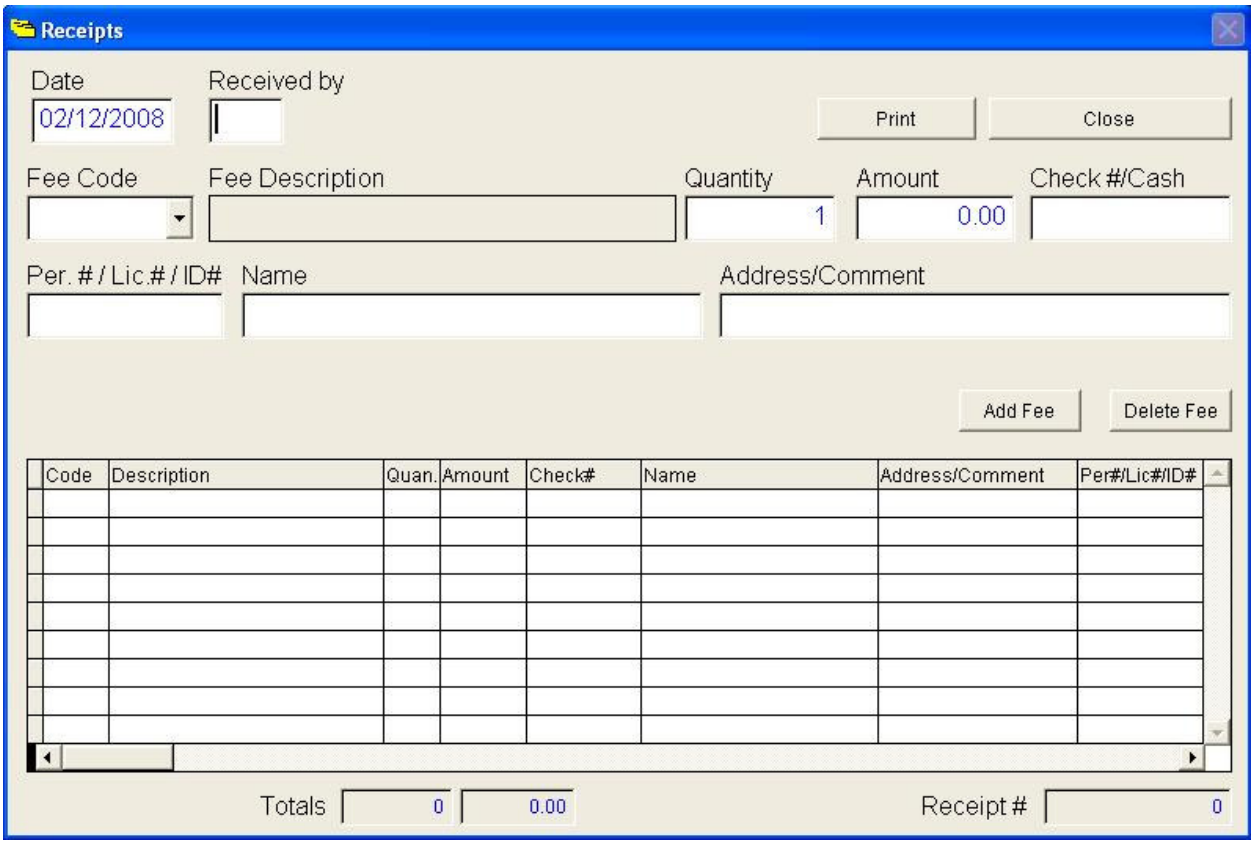
The print setup allows you to choose from what printer you would like to print. Select the printer in the name dropdown and click "**OK**".

Questionnaire



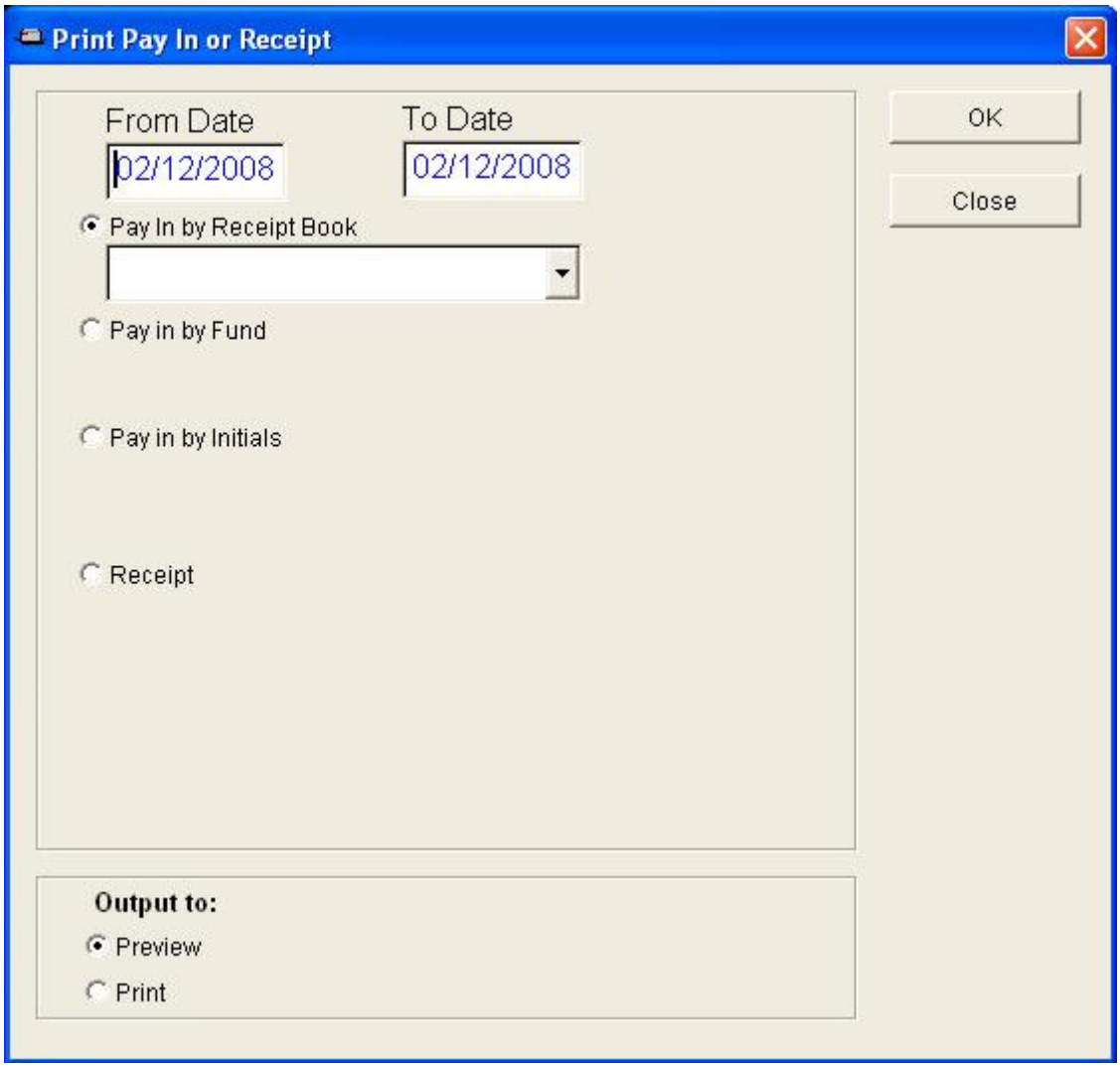
The TB module allows you to develop your own testing and surveillance questionnaires to the program. These questionnaires can be printed from the "**Print**" button.

Receipts



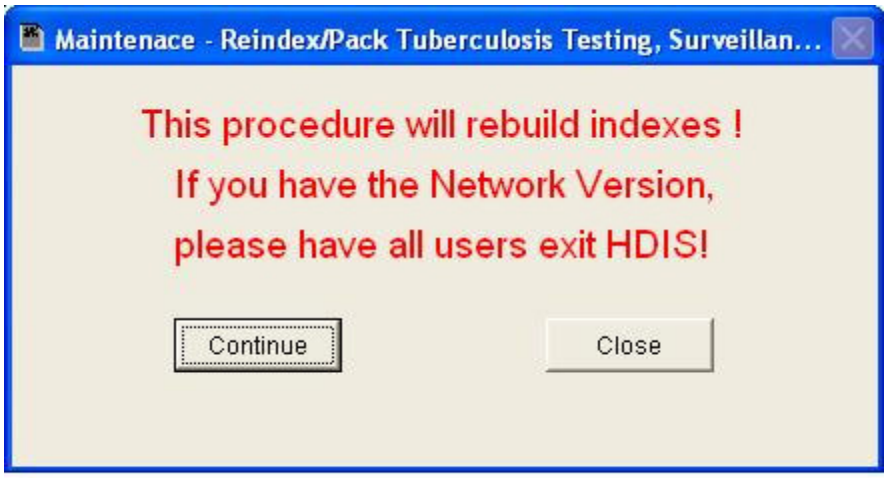
If your health department has the "**Receipts**" module, you have the ability to print any receipt through the "**Maintenance**" tab. You may also print a receipt from the Immunization data entry windows by pressing ALT-R keys.

Receipts Pay In Reports



If your health department has the "**Receipts**" module, you have the ability to print your pay in reports through the "Maintenance" tab.

Reindex/Pack Clinical Services Data Files


Maintenace - Reindex/Pack Tuberculosis Testing, Surveillan...
This procedure will rebuild indexes !
If you have the Network Version,
please have all users exit HDIS!
Continue
Close

This function is only needed should your data be corrupt due to a power failure. Please contact CHC Software if you have any questions or concerns.

CHC **Software, Inc.**
Health District Information Systems
helpdesk@hdis.org